

## **Notice of Meeting of the Dodge County Board of Supervisors**

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, August 19, 2014**, at **7:00 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

**Call to Order by Russell Kottke, County Board Chairman**

**Pledge of Allegiance**

**Roll Call**

**Approve Minutes from July 15, 2014, County Board Session**

**Communications on File**

**Special Orders of Business**

Confirm Appointment made by County Board Chairman

1. Appoint Dale Macheel to the Fox Lake Inland Lake Protection and Rehabilitation District Board of Commissioners.

Supervisor Schaefer, Chairman, Planning, Development and Parks Committee  
Discover Dodge Annual Report

Supervisor Stousland, Chairman, Human Services and Health Board  
Kurt Klomberg, District Attorney  
Janet Wimmer, Director, Human Services and Health Department  
Dodge County Collaborative Response to Heroin and Other Opioid Addictions

**Resolutions on File**

- 14-26 Create Two Full-Time, Benefited Positions of Counselor I, II or III – AODA – Human Services and Health Board.
- 14-27 Abolish One Vacant, Funded, Full-Time, Benefited Position of Systems Analyst and Create One Full-Time, Benefited Position of Database Administrator – Information Technology Committee.
- 14-28 Amend Town of Portland Zoning Ordinance – Maxine Paxson Property – Supervisor Berres.
- 14-29 Authorize and Approve Sale of the Highway Maintenance Facility located in the City of Fox Lake – Executive, Highway, and Law Enforcement Committees.  
**Exhibits A and B are on file in the Office of the County Clerk and may be viewed there during normal business hours.**
- 14-30 Authorize Remodel and Upgrade of Two Bathrooms Located at Northview Heights Community Based Residential Facility – Health Facilities Committee.
- 14-31 Create One New, Benefited Position of Dementia Care Specialist I, II, or III – Human Services and Health Board.

- 14-32 Abolish and Create Positions With-In the Human Services and Health Department – Human Services and Health Board.
- 14-33 Speed Zone Declaration – County Road AA, Town of Fox Lake – Highway Committee.
- 14-34 Authorize Land Resources and Parks Department to Secure Professional Services to Develop an Addressing Strategic Implementation Plan – Land Information and Planning, Development and Parks Committees.

**Bill on File**

- 1. Dog Damages – Chris Guentenberg – Amount Claimed \$50.00 – Amount Allowed \$50.00 – Audit Committee.

**Ordinances on File**

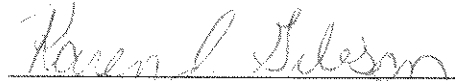
- 1. Ordinance No. 927 – Repeal and Recreate Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.
- 2. Ordinance No. 928 – Amend Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.

**Claim on File**

A claim by Altine L. Graper Hesebeck for money damages in the amount of \$35,000 to repair a part of a stone foundation of a barn located at W10036 CTH S, in the Town of Calamus, Dodge County, Wisconsin, was received in the Office of the Dodge County Clerk on June 11, 2014. The claim arises from incidents that are alleged to have occurred during winter seasons in the immediate past and in the intermediate term past wherein the Dodge County Highway Department removed snow and ice mixed with road salt from CTH S and thereby caused snow and ice mixed with road salt to become packed against the northwest corner of the stone foundation of the barn which has caused damage to the northwest corner of the stone foundation of the barn and it will cost \$35,000 to repair the damage.

**Photocopies of the claim documents are on file in the Office of the County Clerk and may be viewed there during normal business hours.**

**Recess**



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

**Dodge County Board of Supervisors**  
**July 15, 2014 – 7:00 p.m.**  
**Administration Building - Juneau, Wisconsin**

The July session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisor Derr. Supervisor Derr arrived at 7:43 p.m.

A motion was made by Supervisor Mattson and seconded by Supervisor Fabisch to approve the minutes of the June 17, 2014, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

The Clerk noted there were no communications on file.

**Special Orders of Business**

The Chairman called for the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Re-appoint Wayne Uttke to the Board of Adjustment for a three year term commencing on July 1, 2014 to July 1, 2017, both inclusive. A motion to accept the re-appointment was made by Supervisor Miller and seconded by Supervisor Duchac. The motion passed by acclamation with no negative votes cast, thereby approving the re-appointment.

Chairman Kottke then called upon Nathan Olson, Senior Planner, Land Resources and Parks Department, who presented on the Dodge County Employee Health and Wellness Committee. Mr. Olson stated the accomplishments and goals of the self-funded volunteer committee. He also reported the committee received a grant from the Beaver Dam Community Hospital to purchase a card reader for the fitness facility located within the Henry Dodge Office Building. Mr. Olson called upon Brian Field, Highway Commissioner. Mr. Field thanked many individuals for their past and current involvement with the committee. Comments by Supervisors Berres, Adelmeyer, and Marsik.

The following Resolutions, Bill, and Reports were read by the Clerk and acted upon by the Board:

**Resolution No. 14-23** Amend Town of Emmet Zoning Ordinance – Leslie Huber Property – Supervisor Behl. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Frohling. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 14-24** General Fund Transfer - \$194,786.00 – Elevator Repair and Upgrade Project – Building Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Mattson. Question by Supervisor Berres answered by Chairman Kottke and Supervisor Mattson. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Supervisor Derr arrived at this time.

**Resolution No. 14-25** Support State Funding for County 911 Services/One Designated Public Service Answering Point Per County– Law Enforcement Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Fabisch. The vote was cast with 31 ayes and 2 noes, thereby adopting the Resolution.

**Ayes:** Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 31.

**Noes:** Houchin, Schmidt. Total 2.

**Bill No. 1** Dog Damages – Chris Guentenberg – Amount Claimed \$50.00 – Amount Allowed \$0.00 – Audit Committee. A motion for adoption was made by Supervisor Fabisch and seconded by Supervisor Nickel. Comments by Supervisors Kriewald and Mattson. A motion to send the bill back to the Audit Committee was made by Supervisor Maly and was seconded by Supervisor Frohling. Question by Supervisor Johnson was answered by Karen J. Gibson, County Clerk. Comment by Supervisor Kriewald. The vote was cast on the motion with 23 ayes, and 10 noes, thereby adopting the motion to send back to the Audit Committee.

**Ayes:** Pollesch, Kottke, Nelson, J. Bobholz, Marsik, Greshay, Kriewald, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Houchin, Roesch, Frohling, Schmidt, Duchac, Hoelzel, Maly, Miller. Total 23.

**Noes:** M. Bobholz, Grebel, Schaefer, Behl, Berres, Nickel, Fabisch, Stousland, Derr, Mattson. Total 10.

**Report No. 1** Ordinance No. 924 – Amend Land Use Code – Brian and Marcia Posthuma Property – Section 30, Town of Trenton– Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

**Report No. 2** Ordinance No. 925 – Amend Future Land Use Map – Richard and Peggy Dean Property –Town of Lomira– Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

**Report No. 3** Ordinance No. 926 – Amend Future Land Use Map – Town of Elba Properties - Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Marsik and seconded by Supervisor Behl. Question by Supervisor Berres answered by Dean Perlick, Manager of Planning and Economic Development. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

The Clerk noted the following had been placed on the Supervisor's desks: Employee Wellness Program handout and The Dodge County LENS. The Chairman ordered these be placed on file.

At 8:00 p.m. Supervisor Maly made a motion to recess until August 19, 2014 at 7:00 p.m. Supervisor Schmidt seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

RESOLUTION NO. 14-26

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board, in conjunction with the Dodge County Human Services and Health Department, represented by Janet A. Wimmer, Director of Human Services and Health, James E. Mielke, Dodge County Administrator, the Dodge County District Attorney's Office, represented by District Attorney Kurt F. Klomberg, the Dodge County Circuit Court, represented by Chief Judge John R. Storck, and the Dodge County Sheriff's Department, represented by Sheriff Patricia Ninmann, recognize the growing need for the provision of additional addictions treatment to address the opiate crisis in Dodge County; and,

**WHEREAS**, in recognition of the growing need for the provision of additional addictions treatment in Dodge County, the Human Services and Health Board therefore recommends that the Dodge County Board of Supervisors create two full-time, benefited positions of *Counselor I, II, or III – AODA* in the Dodge County Human Services and Health Department, effective January 1, 2015; and,

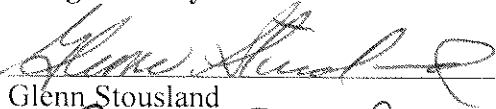
**WHEREAS**, job descriptions for the proposed positions of *Counselor I, II, or III – AODA* have been marked for identification as Exhibit "A", "B", and "C", respectively, and have been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that monies will be appropriated in the 2015 Budget of the Dodge County Human Services and Health Department sufficient to fund the proposed positions of *Counselor I, II, or III – AODA*, for the period of time commencing on January 1, 2015, and ending on December 31, 2015, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates two full-time, benefited positions of *Counselor I, II, or III – AODA* in the Dodge County Human Services and Health Department, effective January 1, 2015.

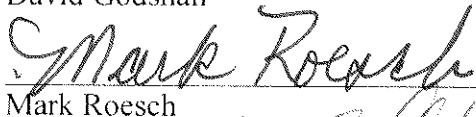
All of which is respectfully submitted this 19th day of August, 2014.

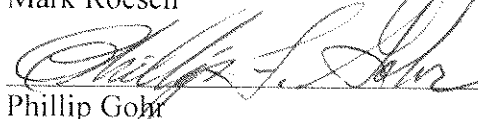
**Dodge County Human Services and Health Board:**

  
Glenn Stousland

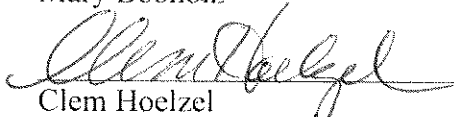
  
James Houchin

David Godshall

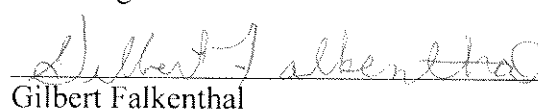
  
Mark Roesch

  
Phillip Gohr

  
Mary Bobholz

  
Clem Hoelzel

  
Lois Augustson

  
Gilbert Falkenthal

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2014 Budget? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Fiscal Impact on the adopted 2014 Budget:

\$ N/A

Fiscal Impact reviewed by the Dodge County Finance Committee on \_\_\_\_\_, 2014.

DF  
David Frohling, Chairman  
Dodge County Finance Committee

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$18.59 - \$25.49**

|   |                             |                               |                           |
|---|-----------------------------|-------------------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor I - AODA          | <b>FLSA STATUS:</b>           | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>            | Human Services Supervisor |
| <b>LOCATION:</b>  | Henry Dodge Office Building | <b>DATE:</b>                  | August 14, 2000           |
| <b>LABOR GRADE:</b>   | Dodge County Five (5)       | <b>REVISED:</b>               | 11/15/10; 3/20/13         |
| <b>OVERALL PURPOSE/SUMMARY</b>  |                             |                               |                           |
| Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.  |                             |                               |                           |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>  |                             |                               |                           |
| <ol style="list-style-type: none"> <li>1. Provides alcohol and other drug abuse assessments utilizing standardized formats.</li> <li>2. Provides individual or group therapy to assigned clients.</li> <li>3. Provides telephone/TDD crisis intervention services.</li> <li>4. Provides interventions for family members and significant supports of persons receiving/needing treatment.</li> <li>5. Provides community outreach to increase awareness of available agency resources.</li> <li>6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.</li> <li>7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.</li> <li>8. Functions as member of multi-disciplinary team for case planning and review.</li> <li>9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.</li> <li>10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.</li> <li>11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.</li> <li>12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.</li> <li>13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.</li> <li>14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.</li> <li>15. Serves as contact person to other treatment agencies or organizations.</li> <li>16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.</li> <li>17. Participates in staff trainings as deemed appropriate by supervisor.</li> <li>18. Maintains required and related paperwork in an accurate and timely manner.</li> <li>19. Regular attendance and punctuality required.</li> <li>20. Performs related duties as may be required or assigned.</li> </ol> |                             |                               |                           |
| <b>JOB SPECIFICATION</b>  |                             |                               |                           |
| <b>KNOWLEDGE, SKILLS, AND ABILITIES</b>   |                             |                               |                           |
| Knowledge of individual/group counseling techniques and theories.   |                             |                               |                           |
| Knowledge of pharmacology/psychopharmacology.   |                             |                               |                           |
| Knowledge of assessment & treatment planning.   |                             |                               |                           |
| Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.  |                             |                               |                           |
| Knowledge of counselor ethics/conduct.  |                             |                               |                           |
| Skill in working with chronic alcohol and other drug abuse cases and special populations.   |                             |                               |                           |
| Ability to work with chemically dependent individuals/families.   |                             |                               |                           |
| Ability to communicate effectively.   |                             |                               |                           |
| Must meet requirements of Dodge County Driver Qualification Policy.   |                             |                               |                           |
| <b>EDUCATION AND EXPERIENCE</b>   |                             |                               |                           |
| Associate Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and no experience.  |                             |                               |                           |
| <b>WORKING CONDITIONS</b>   |                             |                               |                           |
| Office and field working environment. Potential to work in adverse interpersonal situations.  |                             |                               |                           |
| <b>PHYSICAL DEMANDS</b>   |                             |                               |                           |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.   |                             |                               |                           |
| <b>ACKNOWLEDGEMENTS</b>   |                             | <b>FOR HUMAN RESOURCE USE</b> |                           |
| <b>EMPLOYEE SIGNATURE:</b>  |                             | <b>ANALYST(S):</b>            |                           |
| <b>DATE:</b>  |                             | <b>DATE:</b>                  |                           |
| <b>SUPERVISOR SIGNATURE:</b>  |                             |                               |                           |
| <b>DATE:</b>  |                             |                               |                           |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                             |                               |                           |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor II - AODA         | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | August 14, 2000           |
| <b>LABOR GRADE:</b> | Dodge County Six (6)        | <b>REVISED:</b>     | 11/15/10; 3/20/13         |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.

Knowledge of pharmacology/psychopharmacology.

Knowledge of assessment & treatment planning.

Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.

Knowledge of counselor ethics/conduct.

Skill in working with chronic alcohol and other drug abuse cases and special populations.

Ability to work with chemically dependent individuals/families.

Ability to communicate effectively.

Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Associate Degree and WI State Substance Abuse Counselor Certification and four (4) years directly related experience and 5 C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience and 5 C.E.U.'s.

## WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor III - AODA        | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | August 14, 2000           |
| <b>LABOR GRADE:</b> | Dodge County Seven (7)      | <b>REVISED:</b>     | 11/15/10; 3/20/13         |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.

Knowledge of pharmacology/psychopharmacology.

Knowledge of assessment & treatment planning.

Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.

Knowledge of counselor ethics/conduct.

Skill in working with chronic alcohol and other drug abuse cases and special populations.

Ability to work with chemically dependent individuals/families.

Ability to communicate effectively.

Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Associate Degree and WI State Substance Abuse Counselor Certification and seven (7) years directly related experience and 5 additional C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and five (5) years directly related experience and 5 additional C.E.U.'s.

## WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "C"

RESOLUTION NO. 14-27

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Information Technology Committee has studied and analyzed staffing needs at the Dodge County Information Technology Department; and,

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective January 1, 2015:

1. Abolish one vacant, funded, full-time, benefited position of *Systems Analyst*; and,
2. Create one full-time, benefited position of *Database Administrator*; and,

**WHEREAS**, a job description for the position of *Systems Analyst* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Database Administrator* has been marked for identification as Exhibit "B", and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that monies will be appropriated in the 2015 Budget of the Information Technology Department sufficient to fund the proposed position of *Database Administrator* for the period of time commencing on January 1, 2015, and ending on December 31, 2015, both inclusive;

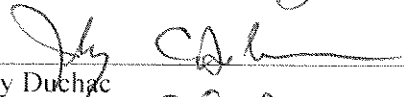
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective January 1, 2015:

1. Abolishes one vacant, funded, full-time, benefited position of *Systems Analyst*; and,
2. Creates one full-time, benefited position of *Database Administrator*.

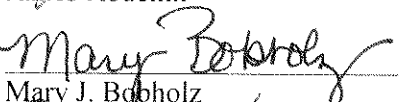
All of which is respectfully submitted this 19th day of August, 2014.

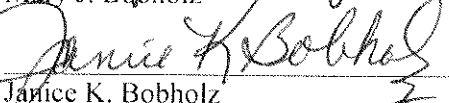
**Dodge Information Technology Committee:**

  
Donna Maly

  
Jeffry Duchac

  
James Houchin

  
Mary J. Bobholz

  
Janice K. Bobholz


**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2014 Budget?        Yes or        No

Fiscal Impact on the adopted 2014 Budget:

\$ N/A

Fiscal Impact reviewed by the Dodge County Finance Committee on       , 2014.

  
David Frohling, Chairman  
Dodge County Finance Committee



# DODGE COUNTY JOB DESCRIPTION

**2014 Wage Range: \$30.14 - \$41.33**

|                     |                          |                     |   |
|---------------------|--------------------------|---------------------|---|
| <b>JOB TITLE:</b>   | Systems Analyst          | <b>FLSA STATUS:</b> | Exempt  |
| <b>DEPARTMENT:</b>  | IT Department            | <b>REPORTS TO:</b>  | Director                                      |
| <b>LOCATION:</b>    | Administration Building  | <b>DATE:</b>        | 2/12/03                                       |
| <b>LABOR GRADE:</b> | Dodge County Eleven (11) | <b>REVISED:</b>     | 12/14/04; 7/1/11; 9/14/11; 3/18/13;<br>1/1/14 |

## OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, is responsible for the administration, maintenance and supervision of the daily operations of the iSeries IBM system and application systems. The position is responsible for managing large and potentially complex management information systems initiatives including maintenance, enhancement, implementation and ongoing support of all IBM iSeries applications.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides programming assistance and support as required for legacy COBOL applications on the AS400, JDEdwards, SQL, Visual Basic based applications; to include database administration, technical support, and problem resolution.
2. Provides programming support for the JD Edwards and Kronos applications and the interfaces and other programs related to them, including release management, database administration, technical support, problem resolution, and programming using RPG, JDE Worldwriter, and JDE Dreamwriter to support end user report requests.
3. Works closely with user departments to identify appropriate platforms for each application and provides consulting and advice on integrating network and IBM applications.
4. Installs and configures enhancement and version updates to the iSeries operating system and all applications residing on the iSeries.
5. Responsible for iSeries system and data backups and will work with the Network and Database Administration to insure this information is included in the data backup procedures.
6. Insures that the iSeries environment is up to date with the latest revisions of software and hardware firmware including all application software that resides on the iSeries.
7. Consults with user management and staff to insure that their needs are being met and assists them in their planning efforts for future management information processing services that are required to be supported on the iSeries or its applications.
8. Coordinates and manages all projects, evaluates and negotiates priorities for user requests for new services and enhancements, writes design proposals, prepares system specifications, develops cost estimates and work schedules, and evaluates change requests as it relates to the iSeries environment.
9. Establishes development priorities with the assistance of the Director.
10. Assists the Director in developing short-term plans and proposals for the departmental strategic plan as it relates to the programming needs and management of all databases under the support of Dodge County Information Technology Department, including initiatives for inclusion in the County 5-Year Technology Plan.
11. Responsible for Tier 3 Systems Help Desk issues, on-call concerns and provide backup to Tier 3 database Help Desk issues when required.
12. Assists with evaluation of replacement systems for legacy iSeries applications, including development of comparative analysis and total cost of ownership for alternatives.
13. Keeps the IT Director informed on issues relating to the iSeries environment.
14. Regular attendance, professional demeanor and punctuality required.
15. Performs other related duties as required or assigned by the IT Director.

## JOB SPECIFICATION

Knowledge of JD Edwards/PeopleSoft "World" technical support, RPG, and JD Edwards/PeopleSoft tools.  
 Knowledge of SQL, Visual C++, Visual Basic and Crystal Reports.  
 Knowledge of data processing methodologies, analysis and design techniques, and COBOL and RPG programming techniques.  
 Knowledge of iSeries COBOL and County legacy applications.  
 Knowledge of techniques used in establishing and maintaining effective working relationships.  
 Knowledge of project management, project estimation, work plan preparation, and project change control.  
 Knowledge of iSeries system administration.  
 Knowledge of Kronos Time Clock application.  
 Knowledge of structured programming techniques.  
 Knowledge of structured analysis and design techniques.  
 Knowledge of data modeling/entity modeling.  
 Knowledge of problem solving techniques.  
 Knowledge of the fundamentals of LANs.  
 Ability to manage projects in an effective and efficient manner.  
 Ability to work independently without close supervision.  
 Ability to work as part of a project team with other IT professionals and other County employees.  
 Ability to understand and effectively carry out instructions.  
 Ability to work under pressure and meet deadlines.  
 Ability to organize and maintain scheduling requirements and appropriate documentation associated with the same.  
 Ability to maintain accurate and complete records.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to answer inquiries and challenges effectively with tact and courtesy.

Ability to accurately interpret requests.

Ability to communicate effectively orally and in writing.

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree in MIS or related field. Five (5) years experience in systems design, development, and support of iSeries environment and applications (JD Edwards/PeopleSoft, KRONOS experience a plus, other languages including C++, Visual Basic, VB.Net awareness, SQL). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

Normal office working environment.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**2014 Wage Range: \$30.14 - \$41.33**

|                     |                            |                     |             |
|---------------------|----------------------------|---------------------|-------------|
| <b>JOB TITLE:</b>   | Database Administrator     | <b>FLSA STATUS:</b> | Exempt      |
| <b>DEPARTMENT:</b>  | IT Department              | <b>REPORTS TO:</b>  | IT Director |
| <b>LOCATION:</b>    | Administration Building    | <b>DATE:</b>        | 1/1/2014    |
| <b>LABOR GRADE:</b> | Dodge County – Eleven (11) | <b>REVISED:</b>     |             |

## **OVERALL PURPOSE/SUMMARY**

Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County databases and network applications to provide a secured and stable environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides assistance and support as required for SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution.
2. Responsible for planning and defining object oriented database configuration and overall database architecture strategy with the IT Director.
3. Assist in development with the IT Director of short and long term database migration plans consistent with County IT strategies and 5-Year Technology Plan.
4. Responsible to provide the IT Director with database and application initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.
5. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.
6. Responsible for database administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.
7. Administers database resources such as SQL, Exchange and Oracle servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the stage of a disaster.
8. Responsible for overall database administration and maintenance of application security.
9. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.
10. Responsible for working with vendors, 3rd parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.
11. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.
12. Responsible with the IT Director to establish database standards.
13. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.
14. Regular attendance, professional demeanor and punctuality required.
15. Performs related duties as required or assigned by the IT Director.

## **JOB SPECIFICATION**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.

Knowledge of SQL, Access, Oracle, Exchange, Citrix, File Director and Crystal Reports.

Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.

Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.

Knowledge of Internet connectivity, network security design and implementation techniques.

Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.

Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.

Ability to establish and maintain effective public/employee working relationships.

Ability to work independently without close supervision.

Ability to work as part of a project team with other IT professionals and other County employees.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to maintain accurate and complete records.

Ability to effectively answer inquiries and challenges with tact and courtesy.

Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.

Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to maintain accurate and complete records.

Ability to accurately interpret requests and make sound and accurate decisions quickly.

Ability to provide outstanding customer service.

Ability to create user documentation, training materials and user training.

Must comply with all safety rules and regulations.

Must meet requirements of the Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree with a minimum of five (5) years experience in administering Microsoft SQL databases, Exchange and network applications. This position is required to hold a MCSD certification within the first year of employment.

Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud.

Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis.

One must be able to work in confined spaces on occasion.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 14-28

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of Portland has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by referendum vote of the electors of the Town of Portland held at the time of a regular annual Town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the County Board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Portland was held by the Town Planning Commission of the Town of Portland on **June 18, 2014** and the proposed amendment to the Zoning Ordinance of the Town of Portland having been adopted by the Town Board of the Town of Portland on **June 19, 2014**

THEREFORE BE IT RESOLVED: That the amendment to the Town Zoning Ordinance of the Town of Portland as represented by "Exhibit A" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 19th day  
of August, 2014.

  
\_\_\_\_\_  
JEFF BERRES, SUPERVISOR



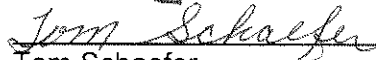
**REPORT** to Res. 14-28

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

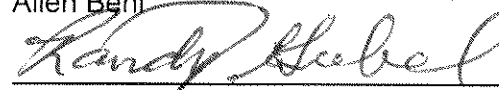
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Maxine Paxson requesting amendment of the Zoning Ordinance, Town of Portland, Dodge County, Wisconsin, to rezone approximately 24.56-acres of land from an A-1 Farmland Preservation Zoning District to an A-2 General Agriculture Zoning District in part of the SE ¼, SW ¼, Section 20, Town of Portland, for the purpose of creating a 5-acre and a 19.56-acre nonfarm residential lot and recommend approval of the resolution submitted by the Town of Portland for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

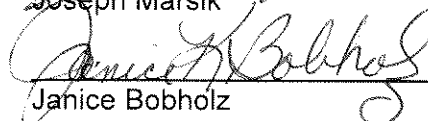
Respectfully submitted this 21<sup>st</sup> day of July, 2014

  
Tom Schaefer

  
Allen Behl

  
Randy Grebel

  
Joseph Marsik

  
Janice Bobholz

Planning, Development and Parks  
Committee

[illegible]

Exhibit A

RESOLUTION NO. 14-29

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, Dodge County, Wisconsin (Dodge County), is the owner in fee for highway purposes, of the highway maintenance facility located at 635 Spring Street in the City of Fox Lake, Dodge County, Wisconsin (highway maintenance facility); and,

**WHEREAS**, a description of the highway maintenance facility is Lot 1 and Lot 2 of Dodge County Certified Survey Map No. 5952, a copy of which has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, the Dodge County Highway Committee has determined that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes, and requests and recommends that the Dodge County Board of Supervisors also determine that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes; and,

**WHEREAS**, the Dodge County Executive Committee has received from the Town of Fox Lake, Dodge County, Wisconsin (Town of Fox Lake), a written Offer To Purchase the highway maintenance facility, dated July 8, 2014, at a purchase price of \$35,900, a copy of which Offer To Purchase has been marked for identification as Exhibit "B", and has been attached hereto (Offer To Purchase, dated July 8, 2014); and,

**WHEREAS**, the Dodge County Executive Committee, the Dodge County Highway Committee, and the Dodge County Law Enforcement Committee recommend that the Dodge County Board of Supervisors:

1. Approve and accept the written Offer To Purchase, dated July 8, 2014;
2. Authorize and approve the sale by the Dodge County Law Enforcement Committee, on behalf of Dodge County, of the highway maintenance facility to the Town of Fox Lake, for the sum of \$35,900 and in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014;
3. Determine that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes;
4. Authorize and direct the Dodge County Clerk to convey the highway maintenance facility to the Town of Fox Lake by Warranty Deed with exceptions to warranties; and,
5. Authorize and direct the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the highway maintenance facility to the Town of Fox Lake, in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014; and,

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Approves and accepts the written Offer To Purchase, dated July 8, 2014, a copy of which has been marked for identification as Exhibit "B", and has been attached hereto (Offer To Purchase, dated July 8, 2014);
2. Authorizes and approves the sale by the Dodge County Law Enforcement Committee, on behalf of Dodge County, Wisconsin (Dodge County), of the highway maintenance facility located at 635 Spring Street in the City of Fox Lake, Dodge County, Wisconsin (highway maintenance facility), to the Town of Fox Lake, Dodge County, Wisconsin (Town of Fox Lake), for the sum of \$35,900 and in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014;
3. Determines that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes;
4. Authorizes and directs the Dodge County Clerk to convey the highway maintenance facility to the Town of Fox Lake by Warranty Deed with exceptions to warranties; and,
5. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the highway maintenance facility to the Town of Fox Lake, in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Treasurer shall deposit the proceeds of the sale of the highway maintenance facility in Business Unit 1494, General Fund, Account No. .4839, Other Property Sales.

All of which is respectfully submitted this 19th day of August, 2014.

**Dodge County Executive Committee:**



Russell Kottke



Donna Maly



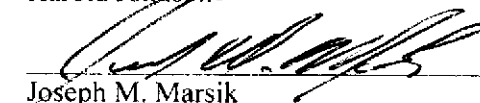
Mary Ann Miller



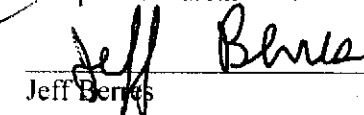
David Frohling



Harold Johnson

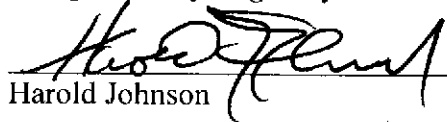


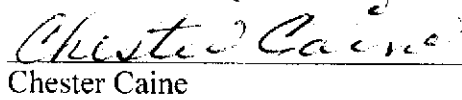
Joseph M. Marsik

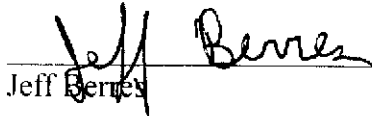


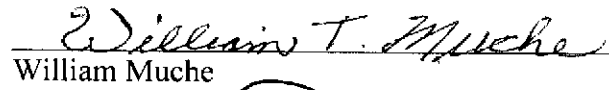
Jeff Berres


**Dodge County Highway Committee:**

  
Harold Johnson

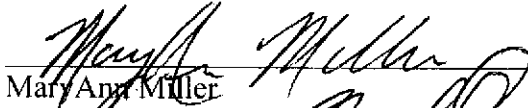
  
Chester Caine

  
Jeff Berres

  
William Muche

  
Randy Grebel

**Dodge County Law Enforcement Committee:**

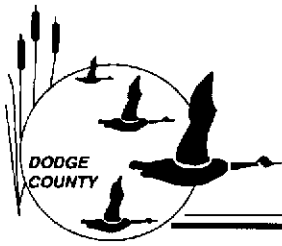
  
Mary Ann Miller

  
Larry Bischoff

  
Lisa Derr

  
Darrell Pollesch

  
Larry Schraufnager



Jane E. Hooper  
Administrator

198 County DF  
Juneau, Wisconsin 53039  
Telephone: (920) 386-3400  
Fax: (920) 386-3405

# Clearview

August 12, 2014

To: The Dodge County Board of Supervisors

From: Jane E. Hooper, Clearview Administrator

Northview Heights is a community based residential facility ("CBRF") located in the Henry Dodge building as part of the Clearview Campus. The capacity for the CBRF is 20 beds; presently we are at 11 residents residing there and there is a demand for additional beds as we see the census nearing capacity in the next few months after being open only eight months.

We have had an increasing demand for services both within the main campus and at Northview Heights for clients who are being treated for bariatric services.

Bariatrics is the branch of medicine that deals with the causes, prevention, and treatment of obesity.

The CBRF has very large rooms and hallways and is spacious in nature; however, in evaluating the bathrooms for services for individuals in need of bariatric services, these areas are not designed to provide safe treatment options. In evaluating specific areas within Northview Heights, we have identified two rooms which would be ideal to serve residents with bariatric needs. Renovations are needed to accommodate safe transfer and mobilization within these rooms and required modifications to the existing bathrooms.

Bray Architects has been involved in the design of the changes required.

Northview Heights is currently contracted with one managed care organization and has a placement with a second managed care organization.

These two rooms could be filled right after completion due to high demand from managed care organizations. We anticipate that the daily rate to be higher than a typical Northview resident because of the specialized rooms and higher needs.

The demand for services continues to grow in this area nationwide. Northview Heights, as part of the Clearview Campus, will continue to work towards meeting the needs of our local communities and surrounding areas.

CBRF\Bariatric ltr

RESOLUTION NO. 14-30

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee has determined that there is an immediate need and a continuing long-term need to provide Community Based Residential Facility (CBRF) placement options for individuals who require bariatric-related services; and,

**WHEREAS**, the Health Facilities Committee has considered the need to remodel and upgrade two bathrooms located at Northview Heights CBRF in order to accommodate individuals who are in need of bariatric-related services (bathroom remodeling and upgrade project); and,

**WHEREAS**, the Dodge County Health Facilities Committee has solicited bids for the bathroom remodeling and upgrade project, and has received the following two bids:

1. A bid from Cardinal Construction Company in the amount of \$41,550; and,
2. A bid from Maas Brothers Construction Company in the amount of \$33,300; and,

**WHEREAS**, the bid documents are on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

**WHEREAS**, the lowest bid for the bathroom remodeling and upgrade project was submitted by Maas Brothers Construction Company, in the amount of \$33,300; and,

**WHEREAS**, in addition to the bid of \$33,300, it has been reasonably determined that other necessary project-related work, specifically, design and engineering services, will cost \$7,000, and it has been determined that the publication of bid notices has cost \$790, and it has been reasonably deemed prudent to establish a project contingency fund in the amount of \$3,330, and to include it as a part of the cost of the project, for a total project cost of \$44,420 (see Exhibit "A" *Project Cost Itemization*) attached hereto; and,

**WHEREAS**, no funds have been budgeted in the 2014 Northview Heights CBRF Budget to complete the bathroom remodeling and upgrade project; and,

**WHEREAS**, there are funds in the amount of \$44,420 in Business Unit 645, Clearview, Account No. .3394, Assigned Fund Balance, available for transfer and sufficient to pay the costs of the bathroom remodeling and upgrade project in the amount of \$44,420; and,

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Dodge County Health Facilities Committee to proceed forthwith to take all actions necessary to remodel and upgrade two bathrooms located at Northview Heights Community Based Residential Facility in order to accommodate individuals who are in need of bariatric-related services (bathroom remodeling and upgrade project);



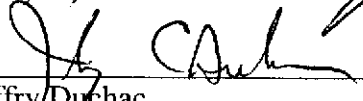
2. Approves and accepts the bid for the completion of the bathroom remodeling and upgrade project which has been submitted by Maas Brothers Construction Company, in the amount of \$33,300; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$44,420 from Business Unit 645, Clearview, Account No. .3394, Assigned Fund Balance, to Business Unit 4591, Clearview Capital/Debt Appropriation, Account No. .5829, Other Capital Improvements, to be used to pay the costs of completion of the bathroom remodeling and upgrade project; and,


**BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of invoices properly approved by the Clearview Administrator in a total amount not to exceed \$44,420, representing the costs of completion of the bathroom remodeling and upgrade project by Maas Brothers Construction Company, and the costs of design and engineering services provided by Bray Associates Architects, Inc., and the costs of the publication of bid notices, the County Clerk is hereby authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 4591, Clearview Capital/Debt Appropriation, Account No. .5829, Other Capital Improvements.

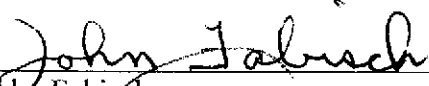
All of which is respectfully submitted this 19th day of August, 2014.

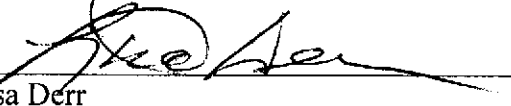
**Dodge County Health Facilities Committee:**

  
Larry Bischoff

  
Jeffry Duchac

  
Thomas J. Schaefer

  
John Fabisch

  
Lisa Derr


**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2014 Budget? \_\_\_\_ Yes or ☒ No

Fiscal Impact on the adopted 2014 Budget:

\$ 44,400<sup>00</sup>

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/12, 2014.

  
David Frohling, Chairman  
Dodge County Finance Committee



NORTHVIEW HEIGHTS CBRF BATHROOM  
REMODELING AND UPGRADE PROJECT

MAAS BROTHERS CONSTRUCTION COMPANY  
PROJECT COST ITEMIZATION

August 19, 2014

|   |                 |
|---|-----------------|
| • Bid Contract Amount.....  | \$33,300        |
| • Project Contingency Fund (10% of the Bid Contract Amount).....  | \$3,300         |
| • Fees and Expenses for Design and Engineering Services Provided<br>by Bray Associates Architects, Inc..... | \$7,000         |
| • Costs of Publication of Bid Notices.....  | \$790           |
| <b>Project Total.....</b>   | <b>\$44,420</b> |

RESOLUTION NO. 14-31

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, on April 23, 2014, the Dodge County Human Services and Health Department received from the State of Wisconsin, Department of Health Services, Division of Long Term Care, a Dementia Care Specialist Program Grant Award in the amount of \$53,335 for part of calendar year 2014 (no Dodge County match funds are required); and,

**WHEREAS**, in calendar year 2015, the Human Services and Health Department will receive from the State of Wisconsin, Department of Health Services, Division of Long Term Care, a Dementia Care Specialist Program Grant Award in the amount of \$80,000 for calendar year 2015 (no Dodge County match funds will be required); and,

**WHEREAS**, these grant funds will be used by the Human Services and Health Department, Aging and Disability Resource Center, to implement and operate a Dementia Care Specialist Program; and,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Human Services and Health Department in light of the receipt in 2014 by the Human Services and Health Department of grant funds for the Dementia Care Specialist Program, and in light of the anticipated receipt in 2015 by the Human Services and Health Department of grant funds for the Dementia Care Specialist Program, and in light of the intended use of these grant funds by the Human Services and Health Department to implement and operate a Dementia Care Specialist Program; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board has formed the considered conclusion that one new, benefited, full-time position *Dementia Care Specialist I, II, or III* in the Dodge County Human Services and Health Department should be created, effective August 20, 2014; and,

**WHEREAS**, DRAFT job descriptions for the proposed position of *Dementia Care Specialist I, II, or III* have been marked for identification as Exhibit "A", Exhibit "B", and Exhibit "C", respectively, and have been attached hereto; and,

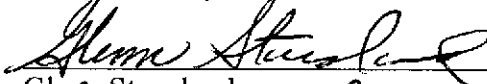
**WHEREAS**, no funds have been budgeted in the 2014 Human Services and Health Department Budget to pay for wages and fringe benefits for the proposed position of *Dementia Care Specialist I, II, or III* for the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Dementia Care Specialist I, II, or III* in the Dodge County Human Services and Health Department, effective August 20, 2014; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby appropriates Dementia Care Specialist Program Grant funds in the amount of \$53,335 to Business Unit 5035, Aging and Disability Resource Center, in the 2014 Dodge County Human Services and Health Department Budget to be used to pay for wages and fringe benefits for the position of *Dementia Care Specialist I, II, or III* for the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive.

All of which is respectfully submitted this 19th day of August, 2014.

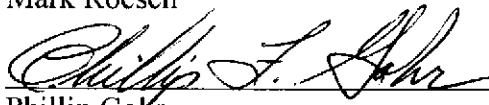
**Dodge County Human Services and Health Board:**

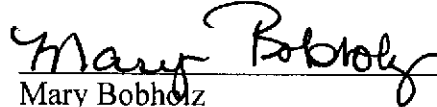
  
Glenn Stousland

  
James Houchin


David Godshall


  
Mark Roesch

  
Phillip Gohr

  
Mary Bobholz

  
Clem Hoelzel

  
Lois Augustson

  
Gilbert Falkenthal

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2014 Budget? \_\_\_\_ Yes or X No

Fiscal Impact on the adopted 2014 Budget:  
\$ 0

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/12, 2014.

  
David Frohling, Chairman  
Dodge County Finance Committee

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Dementia Care Specialist I                     | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center (ADRC)    | <b>DATE:</b>        | DRAFT   |
| <b>LABOR GRADE:</b> | Dodge County – Six (6)                         | <b>REVISED:</b>     |   |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop processes to identify people who would benefit from a cognitive screen.
2. Perform cognitive screen in accordance with training and program regulations.
3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members.
6. Provide short-term care coordination for consumers with dementia and their caregivers.
7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers.
8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings.
9. Recruit and coordinate program volunteers.
10. Provide accurate and current information about public and private benefits and programs.
11. Accept and provide referrals to the ADRC.
12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS). Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician.
13. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS.
14. Match participants with volunteers. Monitor participant progress.
15. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin 16. Alzheimer's Institute and statewide research centers.
17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits.
18. Assist the ADRC to implement strategies to create dementia friendly communities in the county.
19. Assist consumers with Medicaid applications, including gathering needed information and documents.
20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services.
21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.
22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
23. Prepare and submit program reports on time.
24. Must attend and successfully complete initial and ongoing training as required.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.

Working knowledge in facilitation of small group learning and discussion programs.

Experience in development of collaborative relationships, preferably with community organizations and health care professionals.

Working knowledge of community resources and how to access services.

Working knowledge of economic support and health services.

Ability to organize and plan work effectively.

Ability to successfully recruit, train and retain qualified volunteers.

Ability to provide culturally competent services and supports and function independently.

Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.

Ability to work with family caregivers of people with dementia and with family dynamics.

Ability to work with and communicate effectively with others verbally and in writing.

Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.

Ability to provide technical expertise and training about dementia to county employees.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Must have computer skills, including ability to record and report program data and information.

Must possess a valid driver's license and have access to an insured and reliable vehicle.

Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and at least two (2) years of experience working directly with multiple people with dementia and family/informal caregivers. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Dementia Care Specialist II                    | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center (ADRC)    | <b>DATE:</b>        | DRAFT   |
| <b>LABOR GRADE:</b> | Dodge County – Seven (7)                       | <b>REVISED:</b>     |   |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop processes to identify people who would benefit from a cognitive screen.
2. Perform cognitive screen in accordance with training and program regulations.
3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members.
6. Provide short-term care coordination for consumers with dementia and their caregivers.
7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers.
8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings.
9. Recruit and coordinate program volunteers.
10. Provide accurate and current information about public and private benefits and programs.
11. Accept and provide referrals to the ADRC.
12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS).
13. Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician.
14. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS.
15. Match participants with volunteers. Monitor participant progress.
16. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin Alzheimer's Institute and statewide research centers.
17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits.
18. Assist the ADRC to implement strategies to create dementia friendly communities in the county.
19. Assist consumers with Medicaid applications, including gathering needed information and documents.
20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services.
21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.
22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
23. Prepare and submit program reports on time.
24. Must attend and successfully complete initial and ongoing training as required.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.

Working knowledge in facilitation of small group learning and discussion programs.

Experience in development of collaborative relationships, preferably with community organizations and health care professionals.

Working knowledge of community resources and how to access services.

Working knowledge of economic support and health services.

Ability to organize and plan work effectively.

Ability to successfully recruit, train and retain qualified volunteers.

Ability to provide culturally competent services and supports and function independently.

Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.

Ability to work with family caregivers of people with dementia and with family dynamics.

Ability to work with and communicate effectively with others verbally and in writing.

Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to provide technical expertise and training about dementia to county employees.

Must have computer skills, including ability to record and report program data and information.

Must possess a valid driver's license and have access to an insured and reliable vehicle.

Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and five (5) years of experience working directly with multiple people with dementia and family/informal caregivers and ten (10) days in-service training related to specific job responsibilities. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: 24.36 - \$33.41

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Dementia Care Specialist III                   | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center (ADRC)    | <b>DATE:</b>        | DRAFT   |
| <b>LABOR GRADE:</b> | Dodge County – Eight (8)                       | <b>REVISED:</b>     |   |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop processes to identify people who would benefit from a cognitive screen.
2. Perform cognitive screen in accordance with training and program regulations.
3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members.
6. Provide short-term care coordination for consumers with dementia and their caregivers.
7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers.
8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings.
9. Recruit and coordinate program volunteers.
10. Provide accurate and current information about public and private benefits and programs.
11. Accept and provide referrals to the ADRC.
12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS).
13. Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician.
14. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS.
15. Match participants with volunteers. Monitor participant progress.
16. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin Alzheimer's Institute and statewide research centers.
17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits.
18. Assist the ADRC to implement strategies to create dementia friendly communities in the county.
19. Assist consumers with Medicaid applications, including gathering needed information and documents.
20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services.
21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.
22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
23. Prepare and submit program reports on time.
24. Must attend and successfully complete initial and ongoing training as required.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.

Working knowledge in facilitation of small group learning and discussion programs.

Experience in development of collaborative relationships, preferably with community organizations and health care professionals.

Working knowledge of community resources and how to access services.

Working knowledge of economic support and health services.

Ability to organize and plan work effectively.

Ability to successfully recruit, train and retain qualified volunteers.

Ability to provide culturally competent services and supports and function independently.

Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.

Ability to work with family caregivers of people with dementia and with family dynamics.

Ability to work with and communicate effectively with others verbally and in writing.

Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.

Ability to provide technical expertise and training about dementia to county employees.



**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Must have computer skills, including ability to record and report program data and information.

Must possess a valid driver's license and have access to an insured and reliable vehicle.

Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and eight (8) years of experience working directly with multiple people with dementia and family/informal caregivers and twenty (20) days in-service training related to specific job responsibilities. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

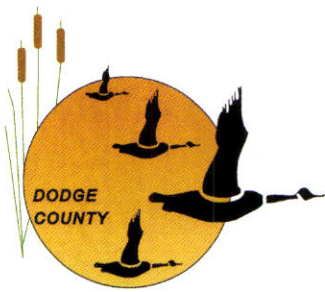
**FOR HUMAN RESOURCE USE**

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

*Janet A. Wimmer, Director*

## Addressing the Ongoing Needs in Dodge County July 2014

### ♦ ADMINISTRATION

(920) 386-3501

FAX: (920) 386-4011

### ♦ AGING & DISABILITY RESOURCE CENTER (ADRC) & AGING PROGRAM

(920) 386-3580

NUTRITION

(920) 386-3580

TRANSPORTATION

(920) 386-3832

FAX: (920) 386-4015

### ♦ ADULT PROTECTIVE SERVICES & SUPPORTIVE HOME CARE

(920) 386-3750

FAX: (920) 386-3245

### ♦ ALCOHOL & DRUG ABUSE

(920) 386-4094

FAX: (920) 386-3812

### ♦ CHILD WELFARE & JUVENILE JUSTICE

(920) 386-3750

FAX: (920) 386-3533

### ♦ COMMUNITY SUPPORT PROGRAM & COMPREHENSIVE COMMUNITY SERVICES

(920) 386-4094

FAX: (920) 386-3812

### ♦ ECONOMIC SUPPORT

(920) 386-3760

FAX: (920) 386-4012

### ♦ MENTAL HEALTH

(920) 386-4094

FAX: (920) 386-3812

### ♦ PUBLIC HEALTH

(920) 386-3670

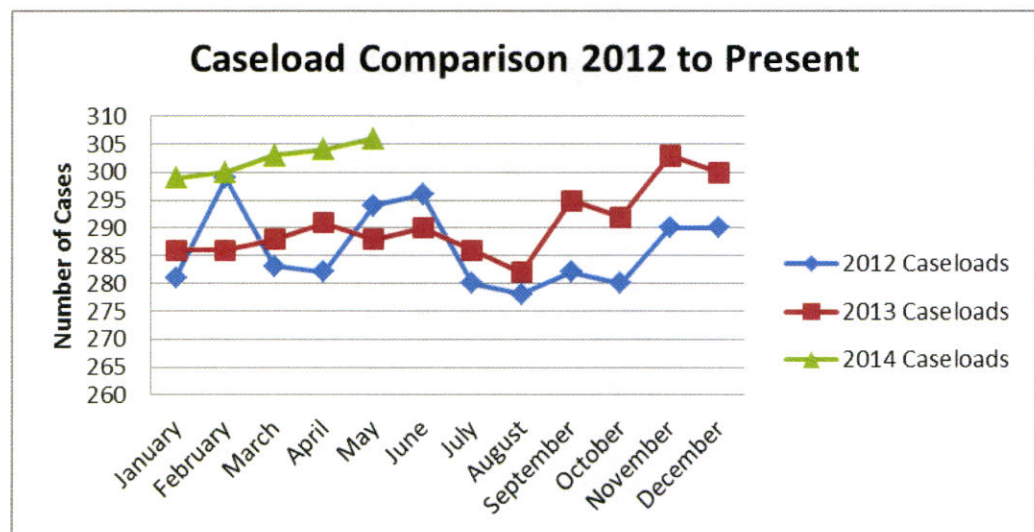
FAX: (920) 386-4011

The needs in Dodge County continue to be at an all-time high and show no signs of abating. The most pressing needs concern vulnerable children and adults experiencing abuse and neglect, and those with addictions or mental illness. The challenge to meet the needs of our citizens in these areas will require more than just additional funding. It requires us to continually adapt and take advantage of specialized training, technological advances and efficiencies that will allow us to meet the impending needs without expending additional dollars. In other words, we must do more with less and not depend on simply spending more to meet the needs.

### *What are the increasing needs in Dodge County that require attention and a timely response?*

#### ADULT PROTECTIVE SERVICES

One of the most prominent needs is an increase in the amount of referrals received for adults in our county experiencing abuse or neglect. The increasing number of referrals is resulting in an increase in open cases that are addressed by a case manager on staff. The following chart shows the numbers of cases over the past few years and graphs the increase in cases. In order to address this need, it is proposed we hire an additional case manager in the Adult Protective Services (APS) Unit.



## ADDICTIONS AND MENTAL ILLNESS

The second growing need is for increased access to services for citizens experiencing addictions or a mental illness. As outlined by District Attorney Kurt Klomberg and Sheriff Patricia Ninmann in recent community presentations, the heroin epidemic in Dodge County is resulting in an increasingly high numbers of individuals arrested, jailed, charged and convicted of numerous crimes due to heroin or other opiate use. This use of opiates has many consequences beyond the actual addict – family members, neighbors and our communities at large all suffer because of addiction. In the past year, referrals in Child Abuse and Neglect have risen substantially because of drug use. And in general, fully 70% of those with addictions suffer from a co-occurring mental illness. Often times the use of alcohol or substances is an attempt to self-medicate to cope with the symptoms of a mental illness.

The state of Wisconsin has provided some resources to address the challenges of meeting the needs for treatment for addictions and mental health through initiatives Dodge County is involved in. The first of these is regionalization of the Coordinated Community Services (CCS) program. With a consortium with 3 other counties, Washington, Ozaukee and Sheboygan, we will be able to increase service capacity through shared resources and pull down additional federal funding to help off-set the cost of the services. This initiative will require hiring an additional CCS Case Manager.

As the singular biggest need for service provision is in the mental health/addictions area, with waiting lists for access to treatment, we are experiencing an increasing need for mental health services for children and adolescents. In addition to engaging in a process to increase access to mental health services in the CCS program, we are beginning an initiative to provide better access to services for children and adolescents. This will be done in conjunction with Dodge County School Districts and will provide a practitioner in satellite outpatient offices located within the schools to provide services during the school day. Initially, four (4) out-lying schools will have one (1) day per week with a therapist on-site to schedule appointments and provide services. The first four schools to set up Dodge County Clinical Services satellite offices will include Horicon, Lomira, Mayville and Waupun.

As a unique service delivery model in cooperation with area schools, there are no additional costs to the county for these services beyond the cost of staff. And approximately 35% of the staff cost associated with this program will be covered by Medicaid and other insurance funding. Opening these satellite offices will also position us in the future to garner federal grant dollars to off-set the cost of these services. Starting these services will require hiring a 32-hour per week (.8 FTE) licensed Therapist to work in the schools. It is hoped that in the future additional satellite offices in the remaining schools throughout the County can be opened as the need dictates.

## ACCOUNTING/BILLING and SUPPORT STAFF

In addition to the proposed direct service staff, the ability to increase capacity to meet the needs will depend on the ability to be reimbursed for the services provided. This means billing for and capturing all revenues possible through all sources. To provide the support to accomplish this, we will need to hire an additional Account Clerk to provide billing support to capture all revenues from Medicaid, Medicare and other health insurance providers.

With increased need for services comes increased volume in phone contact for making appointments and increased foot traffic for clients coming to appointments. Managing required medical records also increases as we increase capacity. To appropriately provide for these needs, it is proposed that the 0.7 FTE/28 hour-per-week Medical Records Clerk will be increased to full-time, (1.0 FTE), the

0.8 FTE/32 hour-per-week Receptionist (to be called Customer Service and Support Specialist I) position in Clinical services will be increased to a full-time (1.0 FTE) position and an additional 0.5 FTE/20 hour-per-week Customer Service and Support Specialist position added if needed in the future.

***How do we fund the staff positions needed to address the identified needs?***

**TECHNOLOGICAL ADVANCES:**

For 2014, the Information Technology (IT) Department was funded to provide voice recognition software called *Dragon Speak* for implementation throughout County programming. In May of this year, 12 staff members in Human Services and the Health Department had *Dragon Speak* installed on their computers. The next round of *Dragon Speak* users will be up and running within the next few weeks. When *Dragon Speak* is fully implemented in the Department, almost 65% of the staff, or 90 employees will use this software to support their need for dictation and other clerical functions. While there is a “learning curve” with this software, and it requires diligent attention by users to train the software to each individual voice, this software will allow the Department to recognize cost savings through the abolishment of dictation and support service positions. The use of this software product will allow for the abolishment of five (5) support staff positions, with a combined 2014 budgeted expense of \$279,169. The proposal is to re-allocate the funding to the positions described above to meet the needs of the citizens in Dodge County.

The following chart shows the changes in staffing with the accompanying re-allocation of funding to allow for an **increase** in direct service capacity.

| <b>Positions Abolished</b>                  | <b>Current Funding</b> | <b>Positions Added</b>  | <b>Proposed Expense</b> |
|---|------------------------|---|-------------------------|
| 1.0 FTE<br>Supervisor, Fiscal & Support     | \$80,815               | 1.0 FTE<br>APS Case Worker  | \$75,600                |
| 2.65 FTE<br>Clinical Secretary II Positions | \$139,594              | 1.0 FTE<br>Clinical Services<br>CCS Case Worker                     | \$43,258                |
| 1.0 FTE<br>Typist II                        | \$58,760               | 1.0 FTE<br>Counselor II AODA<br>(TAD Program)                       | \$9,983                 |
|   |                        | 0.8 FTE<br>Clinical Services<br>Psychotherapist                     | \$43,954                |
|   |                        | Increase 0.8 FTE<br>Clinical Services<br>Receptionist to<br>1.0 FTE | \$8,220                 |
|   |                        | 0.5 FTE<br>Clinical Services<br>Receptionist                        | \$24,475                |
|   |                        | Increase 0.7 FTE<br>Medical Records Clerk to<br>1.0 FTE             | \$15,937                |
|   |                        | 1.0 FTE<br>Account Clerk II   | \$52,120                |
| (5) Positions abolished;<br><b>4.65 FTE</b> | <b>\$279,169</b>       | (2) Positions increased;<br>(5) Positions added –<br><b>5.8 FTE</b> | <b>\$273,547</b>        |

In addition to the above changes in positions, there are other positions that will be revised, re-titled and re-aligned on the wage & compensation scale to better address the current needs in the Department. These changes include the revision of some Clinical Secretaries and Typists to Administrative Secretaries, and other Typist positions to Customer Service and Support Specialists. Administrative Secretaries will assume any remaining clerical and/or dictation tasks remaining, and Customer Service and Support Specialists will assume reception duties while providing ongoing clerical support.

While the changes proposed are a significant departure from the way in which operations have been conducted in the past, these changes are a vital and necessary process in order to meet the outstanding needs of the citizens of Dodge County through the Human Services and Health Department. It is vital that we continue to be diligent in our awareness of the needs and look to fiscally responsible and evidenced supported practices to best address these needs.

## Human Services and Health Department Staffing Re-organization

August, 2014

### ABOLISHED POSITIONS

| CURRENT POSITION                               | PROGRAM                   | NUMBER OF POSITIONS | EFFECTIVE DATE | LAST DATE EMPLOYED         | POSITION STATUS |
|--|---------------------------|---------------------|----------------|----------------------------|-----------------|
| Clinical Secretary II                          | Clinical Services         | 2.0 Positions       | 9/1/2014       | Friday, August 29, 2014    | ABOLISHED       |
| Clinical Secretary II                          | Clinical Services         | 1.0 Position        | 9/15/2014      | Friday, September 12, 2014 | ABOLISHED       |
| Typist II                                      | Child Protective Services | 1.0 Position        | 9/29/2014      | Friday September 26, 2014  | ABOLISHED       |
| Human Services Supervisor - Fiscal and Support | Clinical Services         | 1.0 Position        | 9/29/2014      | Friday, September 26, 2014 | ABOLISHED       |



## Human Services and Health Department Staffing Re-organization

August, 2014

| RE-TITLED EXISTING POSITIONS |  |   |                |  |
|------------------------------|--|---|----------------|--|
| CURRENT POSITION TITLE       | PROGRAM  | NUMBER OF POSITIONS                                 | DATE RE-TITLED | RE-TITLED POSITION NAMES   |
| Typist I *                   | ADRC Transportation  | 1.0 Position  | 8/20/2014      | Customer Service and Support Specialist<br>(Increased pay grade) |
| Typist II *                  | Economic Support, Child Protective Services and ADRC Reception | 3.0 Positions                                       | 8/20/2014      | Customer Service and Support Specialist<br>(Same pay grade)      |
| Typist II *                  | Main Building Reception and Operation Coordination             | 1.0 Position  | 8/20/2014      | Customer Service/Operations Coordinator<br>(Increased pay grade) |
| Typist II *                  | Child Protective Services and APS/LTS                          | 2.0 Position  | 8/20/2014      | Administrative Secretary III<br>(Increased pay grade)            |
| Receptionist II **           | Clinical Services  | 0.8 Position, 32 hours/week increasing to full-time | 8/20/2014      | Customer Service and Support Specialist<br>(Same pay grade)      |
| Receptionist II *            | ADRC Reception   | 0.5 Position, 20 hours/week                         | 8/20/2014      | Customer Service and Support Specialist<br>(Same pay grade)      |

\* These positions are currently filled with existing staff

\*\*This position is currently vacant and would be posted as a full-time position

## Human Services and Health Department Staffing Re-organization

August, 2014

### NEW POSITIONS CREATED BASED ON SERVICE NEED

| POSITION TITLE<br>(Adding additional positions)         | PROGRAM                           | NUMBER OF<br>POSITIONS         | Position Status              |
|---|-----------------------------------|--------------------------------|------------------------------|
| Account Clerk III                                       | Clinical Services                 | 1.0 Position                   | NEW, to be posted and filled |
| Social Worker I, II or III Adult<br>Protective Services | Adult Protective<br>Services      | 1.0 Position                   | NEW, to be posted and filled |
| Counselor I, II or III - AODA                           | TAD Program<br>Treatment          | 1.0 Position                   | NEW, to be posted and filled |
| Counselor I, II or III - Case<br>Manager MH             | CCS Program, Clinical<br>Services | 1.0 Position                   | NEW, to be posted and filled |
| Psychiatric Therapist II                                | Open Door School<br>Based Program | 0.8 Position, 32<br>Hours/week | NEW, to be posted and filled |
| Customer Service and<br>Support Specialist              | Clinical Services                 | 0.5 Position, 20<br>hours/week | NEW, to be posted and filled |

### INCREASED EXISTING POSITIONS

| CURRENT POSITION      | PROGRAM           | NUMBER OF<br>POSITIONS                        | INCREASED POSITION          |
|-----------------------|-------------------|---|-----------------------------|
| Medical Records Clerk | Clinical Services | Going from 0.7<br>Position to 1.0<br>Position | INCREASED, currently filled |

**Position Synopsis:**

- 5 Positions Abolished
- 6 New Positions Created
- 2 Filled Positions Increased to FT
- 4 Re-titled, Filled positions with Pay Increases
- 8 Re-titled, Filled Positions with no pay change
- 0 positions with pay decreases



RESOLUTION NO. 14-32

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors abolish the following positions in the Dodge County Human Services and Health Department, effective on the dates set forth below:

1. Abolish two filled, funded, full-time, benefited positions of *Clinical Secretary II*, effective September 1, 2014;
2. Abolish one filled, funded, full-time, benefited position of *Clinical Secretary II*, effective September 15, 2014;
3. Abolish one filled, funded, full-time, benefited position of *Typist II*, effective September 29, 2014;
4. Abolish one filled, funded, full-time, benefited position of *Human Services Supervisor – Fiscal and Support*, effective September 29, 2014;
5. Abolish one filled, funded, full-time, benefited position of *Typist I*, effective August 20, 2014;
6. Abolish six filled, funded, full-time, benefited positions of *Typist II*, effective August 20, 2014;
7. Abolish one vacant, funded, 0.8 full-time equivalent (FTE), benefited position of *Receptionist II -- Clinical Services*, effective August 20, 2014; and,
8. Abolish one filled, funded, 0.5 FTE, benefited position of *Receptionist II -- ADRC*, effective August 20, 2014; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors either create or increase the full-time equivalency of the following positions in the Dodge County Human Services and Health Department, effective August 20, 2014:

1. Create five full-time, benefited positions of *Customer Service and Support Specialist*;
2. Create one 0.5 FTE, benefited position of *Customer Service and Support Specialist*;
3. Create one full-time, benefited position of *Customer Service/Operations Coordinator*;

4. Create two full-time, benefited positions of *Administrative Secretary III*;
5. Create one full-time, benefited position of *Account Clerk III*;
6. Create one full-time, benefited position of *Social Worker I, II, or Senior – Long Term Support/Adult Protective Services*;
7. Create one full-time, benefited position of *Counselor I, II, or III – AODA*;
8. Create one full-time, benefited position of *Counselor I, II, or III – Case Manager Mental Health*; and,
9. Create one 0.8 FTE, benefited position of *Psychiatric Therapist II – Outpatient*;
10. Create one 0.5 FTE, benefited position of *Customer Service and Support Specialist*; and,
11. Increase one filled, funded, 0.7 FTE, benefited position of *Medical Records Clerk* to full-time (1.0 FTE); and,

**WHEREAS**, a job description for each of the above-listed positions and proposed positions has been marked for identification as Exhibit “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, “L”, “M”, “N”, and “O”, respectively, and has been attached hereto; and,

**WHEREAS**, there are funds in the 2014 Budget of the Human Services and Health Department to fund the proposed positions of *Customer Service and Support Specialist, Customer Service/Operations Coordinator, Administrative Secretary III, Account Clerk III, Social Worker I, II, or Senior – Long Term Support/Adult Protective Services, Counselor I, II, or III – AODA, Counselor I, II, or III – Case Manager Mental Health, Psychiatric Therapist II – Outpatient, and Medical Records Clerk* during the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following positions in the Dodge County Human Services and Health Department, effective on the dates set forth below:

1. Abolishes two filled, funded, full-time, benefited positions of *Clinical Secretary II*, effective September 1, 2014;
2. Abolishes one filled, funded, full-time, benefited position of *Clinical Secretary II*, effective September 15, 2014;
3. Abolishes one filled, funded, full-time, benefited position of *Typist II*, effective September 29, 2014;

4. Abolishes one filled, funded, full-time, benefited position of *Human Services Supervisor – Fiscal and Support*, effective September 29, 2014;
5. Abolishes one filled, funded, full-time, benefited position of *Typist I*, effective August 20, 2014;
6. Abolishes six filled, funded, full-time, benefited positions of *Typist II*, effective August 20, 2014;
7. Abolishes one vacant, funded, 0.8 full-time equivalent (FTE), benefited position of *Receptionist II – Clinical Services*, effective August 20, 2014; and,
8. Abolishes one filled, funded, 0.5 FTE, benefited position of *Receptionist II – ADRC*, effective August 20, 2014; and,


**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby either creates or increases the full-time equivalency of the following positions in the Dodge County Human Services and Health Department, effective August 20, 2014:

1. Creates five full-time, benefited positions of *Customer Service and Support Specialist*;
2. Creates one 0.5 FTE, benefited position of *Customer Service and Support Specialist*;
3. Creates one full-time, benefited position of *Customer Service/Operations Coordinator*;
4. Creates two full-time, benefited positions of *Administrative Secretary III*;
5. Creates one full-time, benefited position of *Account Clerk III*;
6. Creates one full-time, benefited position of *Social Worker I, II, or Senior – Long Term Support/Adult Protective Services*;
7. Creates one full-time, benefited position of *Counselor I, II, or III – AODA*;
8. Creates one full-time, benefited position of *Counselor I, II, or III – Case Manager Mental Health*; and,
9. Creates one 0.8 FTE, benefited position of *Psychiatric Therapist II – Outpatient*;
10. Creates one 0.5 FTE, benefited position of *Customer Service and Support Specialist*; and,
11. Increases one filled, funded, 0.7 FTE, benefited position of *Medical Records Clerk* to full-time (1.0 FTE); and,

**BE IT FINALLY RESOLVED**, that funds in the 2014 Budget of the Human Services and Health Department shall be used to fund the positions of *Customer Service and Support Specialist, Customer Service/Operations Coordinator, Administrative Secretary III, Account Clerk III, Social Worker I, II, or Senior - Long Term Support/Adult Protective Services, Counselor I, II, or III - AODA, Counselor I, II, or III - Case Manager Mental Health, Psychiatric Therapist II - Outpatient, and Medical Records Clerk* during the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive.

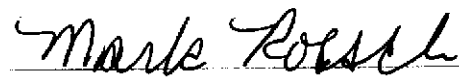
All of which is respectfully submitted this 19th day of August, 2014.

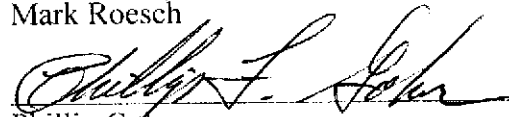
**Dodge County Human Services and Health Board:**

  
Glenn Stousland

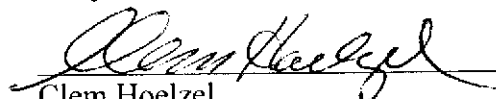
  
James Houchin

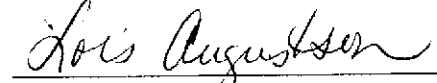
David Godshall

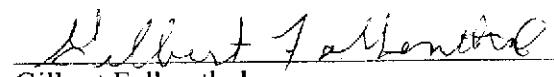
  
Mark Roesch

  
Phillip Gehr

Mary Bobholz

  
Clem Hoelzel

  
Lois Augustson

  
Gilbert Falkenthal

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2014 Budget? Yes or ☒ No

Fiscal Impact on the adopted 2014 Budget:

\$ 396,807

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/12 2014

  
David Frohling, Chairman  
Dodge County Finance Committee

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$12.81 - \$17.57

|                     |                                       |                     |                           |
|---------------------|---------------------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Customer Service & Support Specialist | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health             | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building           | <b>DATE:</b>        | March 23, 1999            |
| <b>LABOR GRADE:</b> | Dodge County Two (2)                  | <b>REVISED:</b>     | DRAFT                     |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, operates switchboard and performs clerical tasks of repetitive nature

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for fast and accurate operations of telephone switchboard at any assigned reception point. Volume can be heavy at times. Must be able to prioritize calls by need.
2. Communicate with staff and clients status of appointments, arrivals, cancellations, reschedules, no-shows, to help stay on schedule.
3. Receives telephone/TDD calls and gives information or directs inquiry to proper source of information or service.
4. Schedules appointments, enters them into computer and takes/relays messages for professional and support services staff and make appointment reminder calls for appointments.
7. Obtains accurate information during all situations in compassionate manner, referring as appropriate.
8. Coordinates calls between internal department and external providers including but not limited to Crisis Intake, law enforcement and hospital facilities, etc.
9. Assists clients in completing ID Sheets.
10. Provides professional and courteous face-to-face service to all clients appearing at reception points. This requires personal interaction to provide information, give directions, and answer questions.
11. Communicates transportation requirements with the ADRC and staff and check ride list for accuracy.
12. Ensures that HIPAA procedures are followed.
13. Prepares reminders for staff as needed, stating name, date, and time of scheduled appointment.
14. Routinely checks files and forwards expired papers to appropriate staff for follow up.
15. Contacts Medical Records and has appropriate chart delivered to psychiatrist office.
16. Maintains petty cash, stamps, and sunshine fund, and accurately reports disbursements.
17. Prepares/completes new room schedule and appointment books monthly.
18. Completes daily time logs and appointment books and distributes them daily.
19. Ensures emergency on-call roster is current and the information is communicated with the Sheriff's Department.
20. Maintains waiting room bulletin board and sorts magazines/newspapers retaining current issues.
21. Oversees lobby activity on all floors as assigned.
22. Maintains adequate supply of IDP folders for assessment if necessary depending on assignment.
23. Ensures lobby is tidy, reports any identified problems to supervisor.
24. While attending to operation of switchboard, performs word processing tasks on an as-needed, assigned basis.
25. Maintains organization and functionality of reception points including stock of necessary forms.
26. Regular attendance and punctuality required.
27. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of English grammar.
- Skill in dealing courteously and effectively with general public and co-workers.
- Ability to operate switchboard under heavy traffic load conditions.
- Ability to work with variety of people with special problems such as physical/mental handicaps, chemically dependent etc.
- Ability to maintain confidentiality.
- Ability to professionally answer questions in clear and concise manner.
- Ability to understand and effectively carry out instructions.
- Ability to accurately enter information into computer/word processor at rate equivalent to 45 wpm.
- Ability to react quickly and calmly in crisis situations.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and a minimum of three (3) years of experience in an office setting with documented customer service experience with both phone and face-to-face interactions and demonstrated proficiency in computer keyboarding and computer software and applications. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Office working environment.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.66 - \$22.85

|                     |   |                     |                           |
|---------------------|---|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Customer Service/Operations Coordinator | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health               | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building             | <b>DATE:</b>        | March 23, 1999            |
| <b>LABOR GRADE:</b> | Dodge County Four (4)                   | <b>REVISED:</b>     | DRAFT                     |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, operates switchboard and coordinates building activities and functions from MAIN reception point at Henry Dodge Office Building and performs clerical tasks as needed to insure efficient, appropriate Department operations.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for fast and accurate operations of telephone switchboard at MAIN reception point. Volume can be heavy at times. Must be able to prioritize calls by need and urgency.
2. As the first point of contact for all Department clients and visitors, greet all walk-in consumers in a professional and courteous manner. Obtains accurate information during all situations in compassionate manner, referring as appropriate.
3. Provide all consumers with needed directions, instructions and information as needed and requested.
4. Engage in process to maintain familiarity with Department and county-wide resources to be the main source of information.
5. Communicate with staff and clients status of appointments, arrivals, cancellations, reschedules, no-shows, as they present to the main reception point.
6. Coordinates calls between internal departments and external providers including but not limited to Crisis Intake, law enforcement and hospital facilities, etc.
7. Coordinate all mail services throughout department with Central Services; and coordinate delivery of packages for Department and Maintenance Department to ensure delivery to appropriate staff.
8. Coordinate maintenance issues that impact building-wide staff through appropriate notification of maintenance staff.
9. Coordinate services provided by various vendors to units within the department including vending, senior meal catering, etc.
10. Monitor camera security system to ensure safety of all staff and visitors.
11. Notify law enforcement if necessary to report suspected criminal behaviors or to provide any needed emergency services.
12. Communicate security concerns to a Supervisor or Department Director to participate in situation resolution as needed.
13. Maintain access to and report alarm activity to necessary personnel including maintenance and/or law enforcement.
14. Re-set alarms as necessary.
15. Coordinate and participate in communications throughout entire department including management of building-wide pages, unit specific alerts and pages and maintaining zoned paging systems.
16. Coordinate all general communications received throughout the Department at MAIN reception point to all necessary staff.
17. Coordinate and maintain automated attendant system to ensure accuracy and appropriate availability to customers.
18. Maintain department wide calendar for reservation for all conference rooms and meeting spaces.
19. Ensures that HIPAA procedures are followed.
20. Maintains waiting room bulletin board and sorts magazines/newspapers retaining current issues.
21. Oversees lobby activity at main reception point on the ground floor, HDOB.
22. Ensures lobby is tidy, reports any identified problems to supervisor.
23. While attending to operation of switchboard, performs word processing tasks on an as-needed, assigned basis.
24. Maintains organization and functionality of reception points including stock of necessary forms.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of English grammar.
- Knowledge of HIPAA regulations and procedures.
- Ability to communicate in a courteous and effective manner with general public and co-workers.
- Ability to operate switchboard under heavy traffic load conditions.
- Ability to work with people from diverse backgrounds, physical/mental handicaps, chemically dependent and with different value systems in a supportive, non-judgmental manner.
- Ability to maintain confidentiality.
- Ability to understand and effectively carry out instructions.
- Ability to accurately enter information into computer/word processor at rate equivalent to 50 wpm.
- Ability to react quickly and calmly in crisis situations.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and a minimum of five (5) years of experience in an office setting with documented customer service experience with both phone and face-to-face interactions and demonstrated proficiency in computer keyboarding and computer software and applications. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Office working environment with frequent interruptions.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):  
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

|                     |                        |                     |                           |
|---------------------|------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Medical Records Clerk  | <b>FLSA STATUS:</b> | Non-exempt                |
| <b>DEPARTMENT:</b>  | Support Services       | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Home Road              | <b>DATE:</b>        | January 21, 1994          |
| <b>LABOR GRADE:</b> | Dodge County Three (3) | <b>REVISED:</b>     | 2/5/07; 3/21/13           |

## OVERALL PURPOSE/SUMMARY

Maintains patient records in proper order. Ensures that clinical staff have all necessary information to give clients proper treatment and therapy.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures delivery of clinical records and clinical information.
2. Release and maintains log of all copies of records sent to other persons of facilities.
3. Sends requests for information to other facilities.
4. Maintains and ensures filing and scanning and indexing of records returned to Medical Records Department.
5. Routes incoming client reports/information.
6. Ensures filing of incoming reports and dictation into clinical record.
7. Purges inactive records and moves to allow for expansion.
8. Maintains master patient index file.
9. Assembles records of newly opened clients.
10. Follows up closing summaries.
11. Ensures charts are not misfiled or missing.
12. Provides back-up for main switchboard.
13. Performs related duties as may be required or assigned

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of medical and psychiatric terminology.  
 Knowledge of state statutes and federal regulations regarding confidentiality.  
 Ability to accurately file alphabetically and numerically.  
 Ability to work within time frames.  
 Ability to accurately carry out instructions.  
 Ability to maintain confidentiality.  
 Ability to accurately enter information into computer/word processor at rate equivalent to 45 wpm.  
 Ability to operate switchboard.  
 Some Knowledge in Windows and Office  
 Regular attendance and punctuality required.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, training in state statutes and federal regulations regarding confidentiality, previous experience filing records or working in medical records department. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Office working environment.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

|                     |                              |                     |                           |
|---------------------|------------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Administrative Secretary III | <b>FLSA STATUS:</b> | Non-exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health    | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building  | <b>DATE:</b>        |                           |
| <b>LABOR GRADE:</b> | Dodge County Three (3)       | <b>REVISED:</b>     | DRAFT                     |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services and Health Department Supervisor, performs and is responsible for a wide variety of administrative support, technical and clerical services.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enters a variety of correspondence and documents into computer from hard copy, and digital media.
2. Provides secretarial and administrative service for department staff as assigned.
3. Organizes and maintains file systems including electronic and digital files. Prepares and scans documents to utilize images for presentations, documentation and electronic filing.
5. Takes and transcribes meeting minutes for department programs or committees, department supervisors and managers.
6. Assist with organization and preparation of various meetings and events.
7. Maintains master file of agency forms for printing and procures forms from the State of Wisconsin as necessary.
8. Orders agency forms and supplies.
9. Designs agency pamphlets, newsletters and publications.
10. Maintains current operations manual detailing specific duties and procedures.
11. Maintains master file of agency forms for printing and numbering purposes.
12. Operates multi-line phone system and provides receptionist duties as assigned by supervisor.
13. Maintains client documentation and inputs data in a variety of State and internal data systems.
14. Creates and/or maintains spreadsheets as assigned.
15. May provide notary for legal and other documents.
16. Performs criminal background checks, including CCAP, federal and Wisconsin state sexual offender registries and CIB (Criminal Information Bureau); and processes criminal background information from other states, other human service departments, sheriff departments and police departments.
17. Responsible for proper closure and purging of files and maintenance of closed files as required by Wisconsin Statutes.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of department procedures, programs and resources.

Knowledge of modern office methods, practices and procedures with demonstrated proficiency in business English/grammar/spelling, business applications and math.

Ability to accurately enter information into computer at rate equivalent to 50 wpm.

Ability to take and transcribe minutes.

Ability to maintain confidentiality under HIPAA regulations.

Ability to communicate effectively.

Ability to operate variety of office machines.

Ability to function independently.

Ability to operate multi-line phone system.

Ability to establish and maintain effective public and working relationships.

Ability to maintain accurate and complete records and prepare clear and detailed reports.

Ability to understand and effectively carry out instructions, prioritize work and work with minimum supervision.

Proficient use of computer software, effectively utilizing word processing, spreadsheets and data base applications.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, including or supplemented by course work in computer software and application programs.

Minimum three (3) years of office experience with demonstrated proficiency in word processing, spreadsheet and database applications and experience in the handling of confidential documents. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

## WORKING CONDITIONS

Working under distractions and time pressure. Normal office environment.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*)

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "D"



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.66 - \$22.85

|                     |                             |                     |                                 |
|---------------------|-----------------------------|---------------------|---------------------------------|
| <b>JOB TITLE:</b>   | Account Clerk III           | <b>FLSA STATUS:</b> | Non Exempt                      |
| <b>DEPARTMENT:</b>  | Human Services & Health     | <b>REPORTS TO:</b>  | HS Supervisor -Fiscal & Support |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | November 18, 1997               |
| <b>LABOR GRADE:</b> | Dodge County Four (4)       | <b>REVISED:</b>     | 4/1/05; 3/22/13                 |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Fiscal Supervisor, responsible for performing billing functions for outpatient areas as assigned. Co-ordinates specialty reporting for department management.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in daily log data entry and runs related reports.
2. Prepares payment and adjustment sheets for payments received and enters data.
3. Performs all month-end procedures, backups, and accounts receivable reports.
4. Runs forms for Medicare, Medical Assistance, and insurance.
5. Runs, sorts, proofs, submits to appropriate sources, and files appropriate forms and invoices.
6. Receipts incoming cash/checks and codes to appropriate accounts.
7. Contacts insurance companies to clarify claim denial when payment should have been received.
8. Conducts financial interviews and updates with client/potential client.
9. Backs-up phones for department.
10. Determines necessity for Medical Assistance and Insurance prior authorization requests and follows up appropriately.
11. Maintains client financial files.
12. Maintains spend-down accounts including preparation of all monthly reports for departmental management.
13. Maintains and reconciles weekly deposits.
14. Balances credit card receipts weekly and send reports to treasurer.
15. Research Forward Health eligibility for each patient scheduled each week and calculate co-pays that are applicable. Create receipt for each of those co-pays, highlight names at the front desk to indicate collection of money needed.
16. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
17. Send collection letters to consumers not making payments on services received. If no response, prepare a spreadsheet for Corporation Counsel to take over collection proceedings.
18. Prepare Birth to Three statements to send to consumers monthly.
20. Monitor closings in AS400 – once given the list, enter closing date, pull financial file and place in closed files.
21. Prepare statements for old inpatient bills still collecting on.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Accounting/Billing procedures.  
 Knowledge of office methods and procedures.  
 Proficient skills in working accurately with statistical data.  
 Excellent inter-personal skills.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculator, personal computer equipment, copy machine, and other office equipment.  
 Ability to assist in computer applications and develop and modify spreadsheet applications.  
 Ability to accurately enter information into computer/word processor at rate equivalent to 55 wpm.  
 Ability to understand and effectively carryout instructions.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, with minimum of one (1) year training/education in statistical reporting and/or computer interpretation, minimum of three (3) years of experience preferably in billing, accounts receivable, and computer application. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Normal office environment

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|   |   |                               |  |
|---|---|-------------------------------|--|
| <b>JOB TITLE:</b>   | Social Worker I - Long Term Support/Adult Protective Services | <b>FLSA STATUS:</b>           | Non Exempt   |
| <b>DEPARTMENT:</b>  | Human Services & Health                                       | <b>REPORTS TO:</b>            | Human Services Supervisor--Long Term Support/Adult Protective Services |
| <b>LOCATION:</b>  | Office Building   | <b>DATE:</b>                  | September 16, 1998   |
| <b>LABOR GRADE:</b>   | Dodge County Six (6)  | <b>REVISED:</b>               | 6/10/08; 1/10/12, 3/25/13  |
| <b>OVERALL PURPOSE/SUMMARY</b>  |   |                               |  |
| Under the general direction of Human Services Supervisor--Long Term Support/Adult Protective Services, performs social studies of persons and families in need of social services and makes recommendations for administrative decisions. Assesses client psychosocial needs and develops treatment plans to meet these needs; maintains social services; advocates for client rights; provides direct services; and manages purchased services.  |   |                               |  |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>  |   |                               |  |
| <ol style="list-style-type: none"> <li>1. Assesses needs; develops case plan; and arranges, coordinates, monitors and manages services to clients in the Supportive Home Care, Community Based Residential facility placement, SSI-E, MA case management, and Adult (age 18 and over) Protective Services programs.</li> <li>2. Provides ongoing supervision and case management to all open service cases within the above stated program areas in direct relationship to required individual program guidelines.</li> <li>3. Interprets programs (see #1) and guidelines to individual referral sources and other agency staff.</li> <li>4. Completes all required program forms as indicated in guidelines/procedural manuals including Wisconsin State Statutes Chapters 46, 51, 54, 55 and 813.</li> <li>5. Performs Elder Abuse and Adults at Risk investigations and follow through with necessary services and care management duties.</li> <li>6. Completes/maintains all reporting system required information relating to clients and standard program categories.</li> <li>7. Coordinates cases as necessary with other department social workers, staff, and program areas to facilitate meeting individual client needs.</li> <li>8. Administer Department of Health Services approved long-term care functional screen.</li> <li>9. Discusses caseload, policies, and procedures with supervisor as needed.</li> <li>10. Regular attendance and punctuality required.</li> <li>11. Performs related duties as may be required or assigned.</li> </ol>  |   |                               |  |
| <b>JOB SPECIFICATION</b>  |   |                               |  |
| <b>KNOWLEDGE, SKILLS, AND ABILITIES</b>   |   |                               |  |
| <p>Knowledge of principles/methods of social work and their application.</p> <p>Knowledge of philosophy, history, and development of social welfare programs.</p> <p>Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.</p> <p>Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.</p> <p>Knowledge of government and public welfare's role in providing services.</p> <p>Knowledge of community agencies and their programs.</p> <p>Knowledge of current economic and social problems such as family disorganization, discrimination, unemployment, disability, poverty, and aging and how these problems affect families and individuals.</p> <p>Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.</p> <p>Knowledge of welfare and health resources and how resources may be made available to people in need.</p> <p>Working knowledge of Aging and Disability Resource Center and publicly funded long-term care programs.</p> <p>Working knowledge of Wisconsin law regarding elder abuse, protective services, guardianships, vulnerable adult/adults at risk.</p> <p>Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches to achieve these goals.</p> <p>Ability to complete related training requirements and to obtain Department of Health Services certification to conduct comprehensive assessments for individual with long-term care needs, including the functional screen.</p> <p>Ability to work with and communicate effectively with others.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p> |   |                               |  |
| <b>EDUCATION AND EXPERIENCE</b>   |   |                               |  |
| Bachelor's degree in social work and possession of a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period. Must obtain Department of Health Services certification for administering long-term care functional screen within four months of employment start date.   |   |                               |  |
| <b>WORKING CONDITIONS</b>   |   |                               |  |
| Office and field working environment. Potential of exposure to adverse interpersonal working situation.   |   |                               |  |
| <b>PHYSICAL DEMANDS</b>   |   |                               |  |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.   |   |                               |  |
| <b>ACKNOWLEDGEMENTS</b>   |   | <b>FOR HUMAN RESOURCE USE</b> |  |
| <b>EMPLOYEE SIGNATURE:</b>  |   | <b>ANALYST(S):</b>            |  |
| <b>DATE:</b>  |   | <b>DATE:</b>                  |  |
| <b>SUPERVISOR SIGNATURE:</b>  |   |                               |  |
| <b>DATE:</b>  |   |                               |  |

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

## DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| <b>JOB TITLE:</b>   | Social Worker II - Long Term Support/Adult Protective Services | <b>FLSA STATUS:</b> | Non Exempt   |
| <b>DEPARTMENT:</b>  | Human Services & Health  | <b>REPORTS TO:</b>  | Human Services Supervisor--Long Term Support/Adult Protective Services |
| <b>LOCATION:</b>    | Office Building  | <b>DATE:</b>        | September 16, 1998   |
| <b>LABOR GRADE:</b> | Dodge County Seven (7)   | <b>REVISED:</b>     | 6/10/08; 1/10/12, 3/25/13  |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor--Long Term Support/Adult Protective Services, performs social studies of persons and families in need of social services and makes recommendations for administrative decisions. Assesses client psychosocial needs and develops treatment plans to meet these needs; maintains social services; advocates for client rights; provides direct services; and manages purchased services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assesses needs; develops case plan; and arranges, coordinates, monitors and manages services to clients in the Supportive Home Care, Community Based Residential facility placement, SSI-E, MA case management, and Adult (age 18 and over) Protective Services programs.
2. Provides ongoing supervision and case management to all open service cases within the above stated program areas in direct relationship to required individual program guidelines.
3. Interprets programs (see #1) and guidelines to individual referral sources and other agency staff.
4. Completes all required program forms as indicated in guidelines/procedural manuals including Wisconsin State Statutes Chapters 46, 51, 54, 55 and 813.
5. Performs Elder Abuse and Adults at Risk investigations and follow through with necessary services and care management duties.
6. Completes/maintains all reporting system required information relating to clients and standard program categories.
7. Coordinates cases as necessary with other department social workers, staff, and program areas to facilitate meeting individual client needs.
8. Administer Department of Health Services approved long-term care functional screen.
9. Discusses caseload, policies, and procedures with supervisor as needed.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of principles/methods of social work and their application.  
 Knowledge of philosophy, history, and development of social welfare programs.  
 Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.  
 Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.  
 Knowledge of government and public welfare's role in providing services.  
 Knowledge of community agencies and their programs.  
 Knowledge of current economic and social problems such as family disorganization, discrimination, unemployment, disability, poverty, and aging and how these problems affect families and individuals.  
 Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.  
 Knowledge of welfare and health resources and how resources may be made available to people in need.  
 Working knowledge of Aging and Disability Resource Center and publicly funded long-term care programs.  
 Working knowledge of Wisconsin law regarding elder abuse, protective services, guardianships, vulnerable adult/adults at risk.  
 Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches to achieve these goals.  
 Ability to complete related training requirements and to obtain Department of Health Services certification to conduct comprehensive assessments for individual with long-term care needs, including the functional screen.  
 Ability to work with and communicate effectively with others.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in social work, continued possession of a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years of experience in a Human Services or similar department as a state certified social worker engaged in working with adults and elders at risk, adult and elder protective services, and long-term care support programs, and at least ten (10) days of in-service training related to specific job responsibilities.

**WORKING CONDITIONS**

Office and field working environment. Potential of exposure to adverse interpersonal working situation.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "G"

# DODGE COUNTY JOB DESCRIPTION

Wage Ranges: \$24.36 - \$33.41

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| <b>JOB TITLE:</b>   | Senior Social Worker - Long Term Support/Adult Protective Services | <b>FLSA STATUS:</b> | Non Exempt   |
| <b>DEPARTMENT:</b>  | Human Services & Health  | <b>REPORTS TO:</b>  | Human Services Supervisor--Long Term Support/Adult Protective Services |
| <b>LOCATION:</b>    | Henry Dodge Office Building  | <b>DATE:</b>        | September 16, 1998   |
| <b>LABOR GRADE:</b> | Dodge County Eight (8)   | <b>REVISED:</b>     | 6/10/08; 1/10/12, 3/25/13  |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor--Long Term Support/Adult Protective Services, performs social studies of persons and families in need of social services and makes recommendations for administrative decisions. Assesses client psychosocial needs and develops treatment plans to meet these needs; maintains social services; advocates for client rights; provides direct services; and manages purchased services.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assesses needs; develops case plan; and arranges, coordinates, monitors and manages services to clients in the Supportive Home Care, Community Based Residential facility placement, SSI-E, MA case management, and Adult (age 18 and over) Protective Services programs.
2. Provides ongoing supervision and case management to all open service cases within the above stated program areas in direct relationship to required individual program guidelines.
3. Interprets programs (see #1) and guidelines to individual referral sources and other agency staff.
4. Completes all required program forms as indicated in guidelines/procedural manuals including Wisconsin State Statutes Chapters 46, 51, 54, 55 and 813.
5. Performs Elder Abuse and Adults at Risk investigations and follow through with necessary services and care management duties.
6. Completes/maintains all reporting system required information relating to clients and standard program categories.
7. Coordinates cases as necessary with other department social workers, staff, and program areas to facilitate meeting individual client needs.
8. Administer Department of Health Services approved long-term care functional screen.
9. Discusses caseload, policies, and procedures with supervisor as needed.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles/methods of social work and their application.  
 Knowledge of philosophy, history, and development of social welfare programs.  
 Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.  
 Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.  
 Knowledge of government and public welfare's role in providing services.  
 Knowledge of community agencies and their programs.  
 Knowledge of current economic and social problems such as family disorganization, discrimination, unemployment, disability, poverty, and aging and how these problems affect families and individuals.  
 Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.  
 Knowledge of welfare and health resources and how resources may be made available to people in need.  
 Working knowledge of Aging and Disability Resource Center and publicly funded long-term care programs.  
 Working knowledge of Wisconsin law regarding elder abuse, protective services, guardianships, vulnerable adult/adults at risk.  
 Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches to achieve these goals.  
 Ability to complete related training requirements and to obtain Department of Health Services certification to conduct comprehensive assessments for individual with long-term care needs, including the functional screen.  
 Ability to work with and communicate effectively with others.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Master's degree in social work, continued possession of a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years experience in a Human Services or similar department as a state certified social worker engaged in working with adults and elders at risk, adult and elder protective services and long-term care support programs, and at least ten (10) days of in-service training related to specific job responsibilities OR Bachelor's degree in social work, continued possession of a social worker certification as defined under Wisconsin State Statute 457.08, five (5) years of experience in a Human Services or similar department as a state certified social worker engaged in working with adults and elders at risk, adult and elder protective services, and long-term care support programs, eight (8) graduate credits in social work from an accredited college or university, and additional twenty (20) days of in-services training related to specific job responsibilities.

### WORKING CONDITIONS

Office and field working environment. Potential of exposure to adverse interpersonal working situation.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.59 - \$25.49

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor I - AODA          | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | August 14, 2000           |
| <b>LABOR GRADE:</b> | Dodge County Five (5)       | <b>REVISED:</b>     | 11/15/10; 3/20/13         |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.  
 Knowledge of pharmacology/psychopharmacology.  
 Knowledge of assessment & treatment planning.  
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.  
 Knowledge of counselor ethics/conduct.  
 Skill in working with chronic alcohol and other drug abuse cases and special populations.  
 Ability to work with chemically dependent individuals/families.  
 Ability to communicate effectively.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Associate Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and no experience.

### WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
 DATE:  
 SUPERVISOR SIGNATURE:  
 DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):  
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "I"

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$20.51 - \$28.13**

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor II - AODA         | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | August 14, 2000           |
| <b>LABOR GRADE:</b> | Dodge County Six (6)        | <b>REVISED:</b>     | 11/15/10; 3/20/13         |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of individual/group counseling techniques and theories.

Knowledge of pharmacology/psychopharmacology.

Knowledge of assessment & treatment planning.

Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.

Knowledge of counselor ethics/conduct.

Skill in working with chronic alcohol and other drug abuse cases and special populations.

Ability to work with chemically dependent individuals/families.

Ability to communicate effectively.

Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Associate Degree and WI State Substance Abuse Counselor Certification and four (4) years directly related experience and 5 C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience and 5 C.E.U.'s.

**WORKING CONDITIONS**

Office and field working environment. Potential to work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**FOR HUMAN RESOURCE USE**

**EMPLOYEE SIGNATURE:**

**ANALYST(S):**

**DATE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "J"

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor III - AODA        | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | August 14, 2000           |
| <b>LABOR GRADE:</b> | Dodge County Seven (7)      | <b>REVISED:</b>     | 11/15/10; 3/20/13         |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.  
 Knowledge of pharmacology/psychopharmacology.  
 Knowledge of assessment & treatment planning.  
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.  
 Knowledge of counselor ethics/conduct.  
 Skill in working with chronic alcohol and other drug abuse cases and special populations.  
 Ability to work with chemically dependent individuals/families.  
 Ability to communicate effectively.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Associate Degree and WI State Substance Abuse Counselor Certification and seven (7) years directly related experience and 5 additional C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and five (5) years directly related experience and 5 additional C.E.U.'s.

### WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
 DATE:  
 SUPERVISOR SIGNATURE:  
 DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):  
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.59 - \$25.49

|   |  |                               |                           |
|---|--|-------------------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor I - Case Manager Mental Health | <b>FLSA STATUS:</b>           | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services & Health                  | <b>REPORTS TO:</b>            | Human Services Supervisor |
| <b>LOCATION:</b>  | Office Building                          | <b>DATE:</b>                  | September 8, 1998         |
| <b>LABOR GRADE:</b>   | Dodge County Five (5)                    | <b>REVISED:</b>               | 2/9/09; 1/1/13            |
| <b>OVERALL PURPOSE/SUMMARY</b>  |  |                               |                           |
| Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet clients' needs. Provides therapeutic environment and skill-building to chronically mentally ill clients.   |  |                               |                           |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>  |  |                               |                           |
| <ol style="list-style-type: none"> <li>1. With team and/or supervisor, provides psycho-social assessments, including impressions of mental status and tentative diagnosis using agency formats.</li> <li>2. With team and/or supervisor, develops comprehensive case plan and contact standards for clients based on assessment, evaluations, and agency guidelines.</li> <li>3. Participates in client recovery team meetings.</li> <li>4. Refers as necessary to more appropriate treatment agency or provides information.</li> <li>5. Maintains ongoing assessment of client's physical, mental, and social needs and refers for additional services if indicated.</li> <li>6. Responds to crisis situations, and may counsel persons in crisis at agency or in community.</li> <li>7. Provides interventions for families or friends of persons receiving/needing treatment.</li> <li>8. Reviews and, if necessary revises treatment plan per agency guidelines.</li> <li>9. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.</li> <li>10. Assists consumers with living accommodations, including locating, financing, and maintaining safe and healthy living arrangements, and provides advocacy and assistance in relating to his/her landlord and neighbors in an appropriate manner.</li> <li>11. Works in partnership with service providers to coordinate services and to avoid delays or duplications.</li> <li>12. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.</li> <li>13. Provides assistance to clients with regards to financial and other forms of assistance, and necessary paperwork associated with these requests.</li> <li>14. Advocates on behalf of clients to assure client needs are met appropriately, and in timely fashion through meeting with service providers or agency administration to explain client needs and to facilitate service delivery.</li> <li>15. Provides and/or arranges for client transportation.</li> <li>16. Serves as contact person to other treatment agencies or organizations.</li> <li>17. Serves on appropriate standing or ad hoc committees, as assigned.</li> <li>18. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.</li> <li>19. Serves as protective payee as assigned.</li> <li>20. Attends CCS staff meetings.</li> <li>21. Maintains accurate and timely records.</li> <li>22. Regular attendance and punctuality required.</li> <li>23. Performs related duties as may be required or assigned.</li> </ol> |  |                               |                           |
| <b>JOB SPECIFICATION</b>  |  |                               |                           |
| <b>KNOWLEDGE, SKILLS, AND ABILITIES</b>   |  |                               |                           |
| Thorough knowledge of federal, state and local laws, code and regulations concerning operations of programs/services associated with chronic mental illness.  |  |                               |                           |
| Knowledge of protective payee responsibilities.   |  |                               |                           |
| Knowledge of chronic mental illness, dual diagnosis and treatment methods.  |  |                               |                           |
| Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.  |  |                               |                           |
| Ability to maintain confidentiality.  |  |                               |                           |
| Ability to communicate effectively with clients, staff, service providers and volunteers.   |  |                               |                           |
| Ability to develop, organize and implement variety of programs.   |  |                               |                           |
| Ability to understand and carry out instructions.   |  |                               |                           |
| Ability to meet and work with the public.   |  |                               |                           |
| Ability to work independently as well as cooperatively with co-workers.   |  |                               |                           |
| Attends trainings as required.  |  |                               |                           |
| Must meet requirements of Dodge County Driver Qualification Program.  |  |                               |                           |
| <b>EDUCATION AND EXPERIENCE</b>   |  |                               |                           |
| Associate degree and two (2) years directly related experience OR Bachelors degree and no experience.   |  |                               |                           |
| <b>WORKING CONDITIONS</b>   |  |                               |                           |
| Office and field working environment. Potential of work in adverse interpersonal situations.  |  |                               |                           |
| <b>PHYSICAL DEMANDS</b>   |  |                               |                           |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.   |  |                               |                           |
| <b>ACKNOWLEDGEMENTS</b>   |  | <b>FOR HUMAN RESOURCE USE</b> |                           |
| <b>EMPLOYEE SIGNATURE:</b>  |  | <b>ANALYST(S):</b>            |                           |
| <b>DATE:</b>  |  | <b>DATE:</b>                  |                           |
| <b>SUPERVISOR SIGNATURE:</b>  |  |                               |                           |
| <b>DATE:</b>  |  |                               |                           |

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "L"



# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|   |   |                               |                           |
|---|---|-------------------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor II - Case Manager Mental Health | <b>FLSA STATUS:</b>           | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services & Health                   | <b>REPORTS TO:</b>            | Human Services Supervisor |
| <b>LOCATION:</b>  | Office Building                           | <b>DATE:</b>                  | September 8, 1998         |
| <b>LABOR GRADE:</b>   | Dodge County Six (6)                      | <b>REVISED:</b>               | 2/9/09; 1/1/13            |
| <b>OVERALL PURPOSE/SUMMARY</b>  |   |                               |                           |
| Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet clients' needs. Provides therapeutic environment and skill-building to chronically mentally ill clients.   |   |                               |                           |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>  |   |                               |                           |
| <ol style="list-style-type: none"> <li>1. With team and/or supervisor, provides psycho-social assessments, including impressions of mental status and tentative diagnosis using agency formats.</li> <li>2. With team and/or supervisor, develops comprehensive case plan and contact standards for clients based on assessment, evaluations, and agency guidelines.</li> <li>3. Participates in client recovery team meetings.</li> <li>4. Refers as necessary to more appropriate treatment agency or provides information.</li> <li>5. Maintains ongoing assessment of client's physical, mental, and social needs and refers for additional services if indicated.</li> <li>6. Responds to crisis situations, and may counsel persons in crisis at agency or in community.</li> <li>7. Provides interventions for families or friends of persons receiving/needing treatment.</li> <li>8. Reviews and, if necessary revises treatment plan per agency guidelines.</li> <li>9. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.</li> <li>10. Assists consumers with living accommodations, including locating, financing, and maintaining safe and healthy living arrangements, and provides advocacy and assistance in relating to his/her landlord and neighbors in an appropriate manner.</li> <li>11. Works in partnership with service providers to coordinate services and to avoid delays or duplications.</li> <li>12. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.</li> <li>13. Provides assistance to clients with regards to financial and other forms of assistance, and necessary paperwork associated with these requests.</li> <li>14. Advocates on behalf of clients to assure client needs are met appropriately, and in timely fashion through meeting with service providers or agency administration to explain client needs and to facilitate service delivery.</li> <li>15. Provides and/or arranges for client transportation.</li> <li>16. Serves as contact person to other treatment agencies or organizations.</li> <li>17. Serves on appropriate standing or ad hoc committees, as assigned.</li> <li>18. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.</li> <li>19. Serves as protective payee as assigned.</li> <li>20. Attends CCS staff meetings.</li> <li>21. Maintains accurate and timely records.</li> <li>22. Regular attendance and punctuality required.</li> <li>23. Performs related duties as may be required or assigned.</li> </ol> |   |                               |                           |
| <b>JOB SPECIFICATION</b>  |   |                               |                           |
| <b>KNOWLEDGE, SKILLS, AND ABILITIES</b>   |   |                               |                           |
| Thorough knowledge of federal, state and local laws, code and regulations concerning operations programs/services associated with chronic mental illness.   |   |                               |                           |
| Knowledge of protective payee responsibilities.   |   |                               |                           |
| Knowledge of chronic mental illness, dual diagnosis and treatment methods.  |   |                               |                           |
| Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.  |   |                               |                           |
| Ability to maintain confidentiality.  |   |                               |                           |
| Ability to communicate effectively with clients, staff, service providers and volunteers.   |   |                               |                           |
| Ability to develop, organize and implement variety of programs.   |   |                               |                           |
| Ability to understand and carry out instructions.   |   |                               |                           |
| Ability to meet and work with the public.   |   |                               |                           |
| Ability to work independently as well as cooperatively with co-workers.   |   |                               |                           |
| Attends trainings as required.  |   |                               |                           |
| Must meet requirements of Dodge County Driver Qualification Program.  |   |                               |                           |
| <b>EDUCATION AND EXPERIENCE</b>   |   |                               |                           |
| Associate degree and four (4) directly related experience and 5 C.E.U's OR Bachelor's degree and two (2) years directly related experience and five (5) C.E.U.'s.   |   |                               |                           |
| <b>WORKING CONDITIONS</b>   |   |                               |                           |
| Office and field working environment. Potential of work in adverse interpersonal situations.  |   |                               |                           |
| <b>PHYSICAL DEMANDS</b>   |   |                               |                           |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.   |   |                               |                           |
| <b>ACKNOWLEDGEMENTS</b>   |   | <b>FOR HUMAN RESOURCE USE</b> |                           |
| <b>EMPLOYEE SIGNATURE:</b>  |   | <b>ANALYST(S):</b>            |                           |
| <b>DATE:</b>  |   | <b>DATE:</b>                  |                           |
| <b>SUPERVISOR SIGNATURE:</b>  |   |                               |                           |
| <b>DATE:</b>  |   |                               |                           |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |   |                               |                           |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "M"

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |  |                     |                           |
|---------------------|--|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Counselor III - Case Manager Mental Health | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services & Health                    | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Office Building                            | <b>DATE:</b>        | September 8, 1998         |
| <b>LABOR GRADE:</b> | Dodge County Seven (7)                     | <b>REVISED:</b>     | 1/1/13                    |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to et clients' needs. Provides therapeutic environment and skill-building to chronically mentally ill clients.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. With team and/or supervisor, provides psycho-social assessments, including impressions of mental status and tentative diagnosis using agency formats.
2. With team and/or supervisor, develops comprehensive case plan and contact standards for clients based on assessment, evaluations, and agency guidelines.
3. Participates in client recovery team meetings.
4. Refers as necessary to more appropriate treatment agency or provides information.
5. Maintains ongoing assessment of client's physical, mental, and social needs and refers for additional services if indicated.
6. Responds to crisis situations, and may counsel persons in crisis at agency or in community.
7. Provides interventions for families or friends of persons receiving/needng treatment.
8. Reviews and, if necessary revises treatment plan per agency guidelines.
9. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
10. Assists consumers with living accommodations, including locating, financing, and maintaining safe and healthy living arrangements, and provides advocacy and assistance in relating to his/her landlord and neighbors in an appropriate manner.
11. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
12. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
13. Provides assistance to clients with regards to financial and other forms of assistance, and necessary paperwork associated with these requests.
14. Advocates on behalf of clients to assure client needs are met appropriately, and in timely fashion through meeting with service providers or agency administration to explain client needs and to facilitate service delivery.
15. Provides and/or arranges for client transportation.
16. Serves as contact person to other treatment agencies or organizations.
17. Serves on appropriate standing or ad hoc committees, as assigned.
18. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
19. Serves as protective payee as assigned.
20. Attends CCS staff meetings.
21. Maintains accurate and timely records.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of federal, state and local laws, code and regulations concerning operations of programs/ services associated with chronic mental illness.

Knowledge of protective payee responsibilities.

Knowledge of chronic mental illness, dual diagnosis and treatment methods.

Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.

Ability to maintain confidentiality.

Ability to communicate effectively with clients, staff, service providers and volunteers.

Ability to develop, organize and implement variety of programs.

Ability to understand and carry out instructions.

Ability to meet and work with the public.

Ability to work independently as well as cooperatively with co-workers.

Attends trainings as required.

Must meet requirements of Dodge County Driver Qualification Program.

### EDUCATION AND EXPERIENCE

Associate Degree and seven (7) years directly related experience and ten (10) C.E.U.'s, OR Bachelor's Degree and five (5) years directly related experience and ten (10) C.E.U.'s.

## WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

| ACKNOWLEDGEMENTS      | FOR HUMAN RESOURCE USE |
|-----------------------|------------------------|
| EMPLOYEE SIGNATURE:   | ANALYST(S):            |
| DATE:                 | DATE:                  |
| SUPERVISOR SIGNATURE: |                        |
| DATE:                 |                        |

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "N"

# DODGE COUNTY JOB DESCRIPTION

Wage range: \$26.29 - \$36.05

|                     |                                     |                     |                           |
|---------------------|-------------------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Psychiatric Therapist II-Outpatient | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services & Health             | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building         | <b>DATE:</b>        | July 7, 1998              |
| <b>LABOR GRADE:</b> | Dodge County Nine (9)               | <b>REVISED:</b>     | 11/15/10; 3/18/14         |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides/coordinates services, through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment and social planning using developed skills and methodology. Plans and carries out prevention/rehabilitative treatment programs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides individual, family or group therapy to assigned clients, scheduling client appointments as required.
2. Provides psycho-social assessments, including impressions of mental status and diagnosis.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needng treatment.
5. Refers clients to appropriate agency staff or other agencies for evaluation and diagnosis.
6. Monitors client's progress on ongoing basis.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Suggests need for new programs or services to meet unfulfilled client needs to administration's attention.
14. Provides consultative services to other agency staff on an as needed basis.
15. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
16. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
17. Prepares articles/presentations for various media sources.
18. Participates in staff trainings as deemed appropriate by supervisor.
19. Maintains required and related paperwork in an accurate and timely manner.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psycho-social assessments/diagnosis and appropriate courses of treatment.  
 Knowledge of pharmacology/psychopharmacology.  
 Knowledge of assessment & treatment planning.  
 Knowledge of individual/group therapy and crisis intervention techniques.  
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.  
 Knowledge of professional ethics/conduct codes.  
 Ability to communicate effectively.  
 Ability to work with multi-problem clients and their families.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field, and 3000 hours of supervised clinical experience, and/or Medical Assistance Certified for billing. Wisconsin State Certified or certifiable as Licensed Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor Certification is of additional benefit.

### WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "O"

RESOLUTION NO. 14-33

PROPOSED SPEED ZONE DECLARATION  
ON COUNTY TRUNK HIGHWAY SYSTEM

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, the Dodge County Board of Supervisors on November 12, 1953 adopted Resolution No. 10 and on April 20, 1954 adopted Amendment No. 1 to Resolution No. 10 which created the original speed zones on the County Trunk Highway System, and

WHEREAS, previous County Boards have from time to time created additional or amended existing speed zones on the County Trunk Highway System, and

WHEREAS, it is the opinion of the Highway Committee that a repeal and recreation of an existing speed zone declaration should be made.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors regularly assembled does hereby repeal the following described speed zone declaration:

CTH AA in Sections 28, 29 and 30 of the Town of Fox Lake from 420' east of the intersection of STH 73, said point being the west county line to the intersection of CTH A, 55 miles per hour.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Board of Supervisors does hereby adopt the following described speed zone declaration:

CTH AA in Sections 28, 29 and 30 of the Town of Fox Lake from 420' east of the intersection of STH 73, said point being the west county line to the intersection of CTH A, 45 miles per hour.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Highway Commission is hereby authorized and directed to erect the proper signs as per Section 349.11(5) of the

Wisconsin Statutes and the same be charged to the Marking and Signing Account of the maintenance of the County Trunk Highway System.

All of which is respectfully submitted.

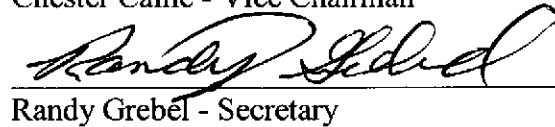
Dated at Juneau, Wisconsin, this 19<sup>th</sup> day of August, 2014.

  
Harold J. Johnson - Chairman

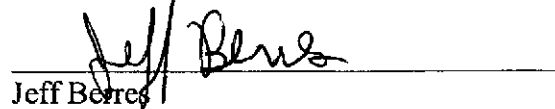
Vote on Foregoing Resolution

  
Chester Caine - Vice Chairman

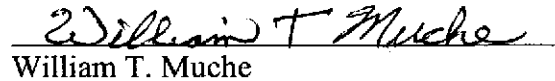
Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

  
Randy Grebel - Secretary

RESOLUTION

  
Jeff Berres

COUNTY CLERK

  
William T. Muche

DODGE COUNTY HIGHWAY  
COMMITTEE

RESOLUTION NO. 14-34

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS:

**WHEREAS**, addresses are the most common location information that people use and they play a critical role in many county functions such as tax assessment, tax collection, delivery of emergency and social services, and permitting in addition to supporting mail and package delivery, utility companies and local businesses; and,

**WHEREAS**, the Dodge County Land Information Committee and the Planning, Development and Parks Committee, upon recommendation of the Dodge County Land Information Council, have determined that it is necessary to strategically plan for development and implementation of an address management system and development of a master address repository to support multiple uses and users of accurate address data in Dodge County; and,

**WHEREAS**, development of this critical evaluation and planning tool in 2014 will allow for more accurate and targeted budgeting for plan implementation in 2015; and,

**WHEREAS**, Spatial Focus, LLC, of University Park, MD, has submitted a proposal in the amount of \$21,325 for Development of an Addressing Strategic Implementation Plan; and,

**WHEREAS**, no funds have been budgeted in the 2014 Dodge County Land Resources and Parks Department budget to pay for professional services to develop such a plan; and,

**WHEREAS**, monies sufficient to support these professional services are available in Business Unit 811, Land Information Office, Account No. .4932, Fund Balance Applied;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Dodge County Land Resources & Parks Department to proceed forthwith to take all necessary actions to secure professional services to develop an Addressing Strategic Implementation Plan at a purchase price of \$21,325; and,
2. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$21,325 from Business Unit 811, Land Information Office, Account No. .4932, Fund Balance Applied, to Business Unit 811, Land Information Office, Account No. .5219, Other Professional Services, to be used to pay for Development of an Addressing Strategic Implementation Plan; and,

**BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Director of the Dodge County Land Resources and Parks Department in a total amount of \$21,325, representing the purchase of professional services to develop an Addressing Strategic Implementation Plan from Spatial Focus, LLC, of University Park, MD, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoice, and that funds for payment of such invoice shall be taken from Business Unit 811, Land Information Office, Account No. .5219, Other Professional Services.

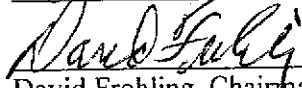
All of which is respectfully submitted this 19<sup>th</sup> day of August, 2014.

**FISCAL NOTE:**

Is the referenced expenditure included  
in the adopted 2014 Budget? NO

Fiscal Impact on the adopted 2014  
Budget: \$21,325.00

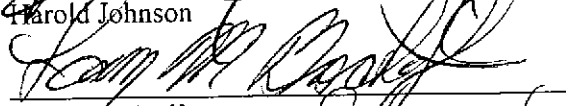
Fiscal Impact Reviewed by Dodge  
County Finance Committee on  
August 12, 2014




David Frohling, Chairman  
Dodge County Finance Committee

**Dodge County Land Information Committee:**

  
Harold Johnson

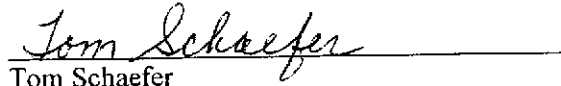
  
Larry Bischoff

  
Larry Schraufnagel

  
Ed Nelson

  
Wayne Utke

**Dodge County Planning, Development & Parks Committee:**

  
Tom Schaefer

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Allen Behl

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Joe Marsik

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Randy Grebel

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Janice Bobholz

ORDINANCE NO. 927

AN ORDINANCE REPEALING AND RECREATING CHAPTER 6 – EMERGENCY MANAGEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, AND AMENDING CHAPTER 30 – CONSTRUCTION AND EFFECT OF ORDINANCES, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO AMEND SECTION 30.04(4)(b), SCHEDULE OF DEPOSITS, TO SET FORTH A DEPOSIT SCHEDULE.

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is based on Chapter 166, of the Wisconsin Statutes, which was repealed and renumbered by the Wisconsin State Legislature by 2009 Wis. Act 42; and,

WHEREAS, Chapter 323, of the Wisconsin Statutes, was created by the Wisconsin State Legislature by 2009 Wis. Act 42 to replace Chapter 166, of the Wisconsin Statutes, and to modernize prior Emergency Management policy and procedures; and,

WHEREAS, pursuant to Section 323.14(1), of the Wisconsin Statutes, the Dodge County Board of Supervisors is required to develop and adopt an Emergency Management plan and program that is compatible with the State Plan of Emergency Management; and,

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is no longer compatible with the State Plan of Emergency Management; and,

WHEREAS, Section 30.04(1), of the Code of Ordinances, Dodge County, Wisconsin, requires a forfeiture for a conviction for a violation of any of the ordinances; and,

WHEREAS, Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, sets forth the schedule of deposits required for various ordinance violations, including ordinances with a statutory counterpart; and,

WHEREAS, a deposit must be created for a violation of the Code of Ordinances, Dodge County, Wisconsin, for inclusion in Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin, is hereby repealed and recreated to read as follows:



## Chapter 6

### **EMERGENCY MANAGEMENT\***

#### GENERAL PROVISIONS

- 6.01 Definitions
- 6.02 Purpose

#### EMERGENCY MANAGEMENT ORGANIZATION

- 6.05 Lines of succession for emergency declarations
- 6.06 Emergency declarations and powers
- 6.07 Emergency management committee designated; serve in advisory capacity to director and county board
- 6.08 Emergency management director
- 6.09 Utilization of resources and facilities; responsibilities and action of department personnel
- 6.10 Local Emergency Planning Committee (LEPC)
- 6.11 County emergency response plan
- 6.12 Incident command system
- 6.15 Obstruction of Emergency Services

#### ENFORCEMENT

- 6.20 Violations-Penalties

**\*Editor's Note** – The Dodge County Strategic Plan for Emergency Response is published separately and adopted herein by reference as part of this Code of Ordinances.

## **GENERAL PROVISIONS**

### **6.01 DEFINITIONS.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) **ADJUTANT GENERAL.** The adjutant general of the state department of military affairs.
- (2) **ADMINISTRATOR OF EMERGENCY MANAGEMENT.** The administrator of the division of emergency management of the state.
- (3) **DISASTER.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, that exceeds the county's capability to respond to or provide the adequate resources or support and may require the additional assistance from state and federal agencies or traditional mutual aid partners.
- (4) **EMERGENCY.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this county or a portion of this state.
- (5) **EMERGENCY MANAGEMENT.** All measures undertaken by or on behalf of the county and its subdivisions to do any of the following:
  - (a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
  - (b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.
- (6) **EMERGENCY MANAGEMENT DIRECTOR.** The head of the county emergency management department, who shall, in addition to fulfilling departmental responsibilities, provide direction and control of emergency management during times of emergency or disaster.
- (7) **INCIDENT COMMAND SYSTEM (ICS).** A functional management system established to control, direct and manage the roles, responsibilities and operations of all the agencies involved in a multi-jurisdictional or multi-agency emergency response.
- (8) **MANAGEMENT.** An organized effort to mitigate against, prepare for,

respond to and recover from an emergency.

- (9) **NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS).** A system that provides a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

## **6.02 PURPOSE.**

- (1) The purpose of this article is to prepare the county and its subdivisions to cope with emergencies resulting from a disaster, or the imminent threat of a disaster, and to establish protocol for emergency management conferring certain powers and duties upon the county board and others specified in this article.
- (2) Unless otherwise specified by law, the role of any county department or agency, including the emergency management department, in an emergency declared under this article, is to assist local units of government and local law enforcement agencies in responding to a disaster or the imminent threat of a disaster.

## **EMERGENCY MANAGEMENT ORGANIZATION**

## **6.05 LINES OF SUCCESSION FOR EMERGENCY DECLARATIONS.**

- (1) **DESIGNEES ESTABLISHED.** If because an emergency condition exists and the full county board is unable to meet with promptness, the county board has established individual designees in line of succession for proclaiming an emergency or disaster in the county.
- (2) **EXERCISE OF COUNTY BOARD POWERS SUBJECT TO PENDING DISASTER.** The line of succession designees shall be allowed, by proclamation, to exercise all of the powers of the county board which appear necessary as the result of an emergency or disaster. Any proclamations so declared shall be subject to ratification, alteration, modification or repeal by the county board as soon as it can meet.
- (3) **COUNTY BOARD CHAIRPERSON.** The chairperson of the county board is empowered to declare an emergency, as emergency is defined in this chapter.
- (4) **ALTERNATES.**
  - (a) In the of absence of the chairperson, alternates in the line of succession are as follows:
    - 1. The county board first vice-chairperson.

2. The county board second vice-chairperson.

## **6.06 EMERGENCY DECLARATIONS AND POWERS.**

### **(1) DECLARATION BY COUNTY BOARD.**

- (a) The county board may, under Wis. Stats. § 323.11, declare, by resolution, an emergency existing within the county whenever conditions arise by reason of a disaster or an imminent threat of a disaster, as defined in this chapter, which exists or is likely to exist.
- (b) A state of emergency shall not exceed 60 days, unless the state of emergency is extended by resolution of the board. The existing declaration of emergency may be revoked at the discretion of the county board by resolution.

### **(2) POWERS OF EMERGENCY MANAGEMENT DIRECTOR.** During a state of emergency declared by the governor or the county board, the county emergency management director may obtain supplies, equipment, and services or contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster or the imminent threat of a disaster.

### **(3) INITIAL EMERGENCY MEASURES.** All emergency measures taken by the emergency management director prior to the issuance of an official proclamation of emergency, or prior to any decision of the county board not to issue such proclamation, shall be legal and binding upon the county.

### **(4) EMERGENCY POWERS OF COUNTY BOARD CHAIRPERSON.** In the event of a local emergency or the proclamation of a state of emergency by the governor, the county board chairperson or, when applicable, his alternate, is empowered as follows:

- (a) If because disaster conditions exist or are likely to exist and the county board is unable to meet promptly, the county board chairperson may exercise, by proclamation, a local state of emergency. The proclamation shall be subject to ratification, alteration, modification, or repeal by resolution as soon as the county board can meet.
- (b) Whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the county in the emergency; including the power to bar, restrict, or remove all unnecessary traffic from the highways, notwithstanding any provision of Wis. Stats. chs. 341 to 349 and their succession chapters.
- (c) To facilitate recovery following a disaster, the County Board Chairperson, or when applicable his alternate, may suspend required permits, price controls, or

other restrictions pursuant to the authority granted under § 323.14(3)(4), § 59.03 and § 59.04, Wis. Stats.

- (5) **EXPENDITURES.** Any expenditure made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the county.
- (6) **EMERGENCY BIDDING.** In a formally declared County emergency, the director of emergency management may proceed with the emergency bidding process, such that the needs of the community in a county-declared disaster may be met in a timely manner while still complying with the federal guidelines for competitive purchasing, as follows:
  - (a) Release requests for contractors in the most expeditious form of legal notice.
  - (b) Close period for response to request no less than three days after the public notice.
  - (c) Review of responses for price and quality.
  - (d) Selection of successful bidder.
  - (e) Award of contract.
- (7) **MUNICIPALITY PARTICIPATION IN EMERGENCY BIDDING.** In a formally declared County emergency, in order to achieve economies of scale or to simplify the bidding process, municipalities may submit a written letter to the head of emergency management, requesting that the County hire contractors on the municipality's behalf, as part of the County's emergency bidding process in subd. (6). The municipality shall remain responsible for the cost of its portion of the awarded contract, unless a written agreement on the payment of costs of the contract is entered into between the municipality and county prior to the awarding of the contract.
- (8) **EMERGENCY HIRING.** In a formally declared County emergency, the County may implement an expedited hiring process. The intent of this process is to bring into County service temporary employees that may be needed on a limited-term basis specifically to aid in the recovery from a County declared disaster without regard to current hiring processes in place by resolution, ordinance, policy, or collective bargaining agreements during the declared event.
- (9) **APPLICANT'S AGENT.** The County Emergency Management Director shall have the authority to execute, for and on behalf of the County, applications, assurances and agreements as and for emergency federal financial assistance available through the Federal Emergency Management Agency, the Department of Housing and Urban Development, the

President's Disaster Relief Fund and other resources. The Director shall be referred to in this capacity as "the applicant's agent." The authority granted to the said Director in this section shall be subject to the Director's securing prior approval for her/his actions from the Emergency Management Committee except where the nature of the emergency, disaster or enemy action is such as to create an exigency which requires the immediate execution of the aforesaid duties in light of applicable federal standards.

**6.07 EMERGENCY MANAGEMENT COMMITTEE DESIGNATED; SERVE IN ADVISORY CAPACITY TO DIRECTOR AND COUNTY BOARD.**

The executive committee is designated as the emergency management committee pursuant to Wis. Stats. § 323.14. The executive committee shall be an advisory and planning group and shall advise the county emergency management director and the county board on all matters pertaining to emergency management. It shall meet upon the call of the chairperson.

**6.08 EMERGENCY MANAGEMENT DIRECTOR.**

- (1) **APPOINTMENT; COMPENSATION; ENTITLEMENT PRIVILEGES.** The emergency management director shall be appointed by the County Administrator subject to approval by the county board. Compensation for the emergency management director shall be established by the county board and shall be considered to be an employee of the county not under civil service, and shall be entitled to all of the rights, privileges and benefits that county employees have. The emergency management director shall report to the county emergency management committee.
- (2) **DUTIES AND RESPONSIBILITIES.** The duties and responsibilities of the emergency management director, pursuant to Wis. Stats. § 323.15, shall be to:
  - (a) Develop and promulgate emergency management plans for the county, including planning in conjunction with municipalities consistent with the state plan of emergency management.
  - (b) Coordinate and assist in the development of municipal emergency management plans within the county and integrate such plans with the county plans.
  - (c) Direct the county emergency management programs.
  - (d) Direct countywide emergency management training and exercises.
  - (e) Provide county and municipal agencies with the information necessary to aid each entity with complying with the NIMS requirements.

- (f) Develop and maintain effective relationships with government, private and voluntary agencies with interests within the County.
  - (g) Develop and implement public information and public relations activities.
  - (h) Advise the state director of all emergency management planning for the county and render such reports as may be required by the state director.
  - (i) Direct and coordinate all county and municipal emergency management activities throughout the county, during a state of emergency.
  - (j) Perform such other duties relating to emergency management as may be required by the county board.
  - (k) Act as Administrative Coordinator of the Dodge County Hazardous Materials Response Team (HAZMAT).
  - (l) Act as the emergency information coordinator and community emergency coordinator for the Dodge County Local Emergency Planning Committee (LEPC), until such time as that committee has revoked those responsibilities.
- (3) In the event the county emergency management director is absent, the county emergency management deputy director shall assume all duties and responsibilities of the emergency management director until the emergency management director is available.

**6.10 UTILIZATION OF RESOURCES AND FACILITIES; RESPONSIBILITIES AND ACTION OF DEPARTMENT PERSONNEL**

- (1) **POLICY.** In preparing and executing the Emergency Management Program, the services, equipment, supplies and facilities of the existing departments and agencies of the County shall be utilized to the maximum extent practicable; and the heads and personnel of all such departments and agencies are directed to cooperate, and extend such services and facilities as are required of them.
- (2) **RESPONSIBILITY.** In order to assure that in an emergency all of the facilities of the existing County government are expanded to the fullest to meet such emergency, department and agency heads assigned to specific responsibilities and Emergency Support Functions under the County Emergency Response Plan will fulfill emergency and non-emergency duties as prescribed in the plan, including reporting to the Emergency Operations Center to carry out assigned duties.
- (3) **CONTINUITY OF OPERATIONS.** In the event that the emergency prevents the utilization of existing county facilities, the County Board shall take actions to designate temporary

locations for government operations.

- (a) The County Board may meet at any place within or without the territorial limits of the county on the call of the County Board Chair or the alternate in the line of succession as provided in § 6.05(4). The County Board shall establish and designate, by ordinance, resolution or other manner, alternate or substitute sites or places as the emergency temporary locations for regular government operations. If practicable, regular government operations shall take place at the sites or places designated as the emergency temporary locations of government in the current emergency management plan, such as the continuity of government/continuity of operations plan.
- (b) While the public business is being conducted at an emergency temporary location, the County Board and other officers of the county shall have, possess and exercise, at such location, all of the executive, legislative, administrative and judicial powers and functions conferred upon the Board and officers under state law. All government powers and functions, except judicial, may be exercised in light of the requirements of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto. All acts of the County Board and officers shall be valid and binding as if performed within the territorial limits of their county, town or municipality.

#### **6.11 COUNTY EMERGENCY RESPONSE PLAN.**

- (1) **DEVELOPMENT AND MAINTENANCE.** Under the direction of the county board, the emergency management director shall be responsible for ensuring the development and maintenance of the county emergency response plan, which shall provide for the effective mobilization of all of the resources of the county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, and staff of the emergency organization.
- (2) **COMPLIANCE.** The plan shall comply with applicable local, state and federal planning criteria. The plan shall contain an analysis of the risks faced by the county, assign functional responsibilities to county agencies/departments and personnel, and assign lines of succession for the members of the emergency organization.
- (3) **FUNCTIONAL ASSIGNMENTS.** The plan shall include the functions assigned to county agencies or departments and it shall be the responsibility of each agency director/department head to develop and maintain an agency/department plan to fulfill the roles and responsibilities in the county emergency response plan and appoint coordinators who shall report to the emergency operations center and carry out assigned duties, as appropriate.



## **6.12 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM.**

Dodge County will comply with the National Incident Management Systems (NIMS) requirement in all phases (i.e., mitigation, preparedness, response, recovery) of its emergency management program, as detailed by the federal and state government, in order to facilitate an effective and coordinated emergency management system and in order to remain eligible for grant funding. As part of becoming compliant with the NIMS, Dodge County adopts the approved Incident Command System (ICS) for use in emergency management plans and in all emergency operations, which includes all response agencies, including local health departments.

## **6.15 OBSTRUCTION OF EMERGENCY SERVICES.**

- (1) It shall be unlawful for any person, association, corporation, or entity to hinder, obstruct, delay, or sabotage the response or attempted response of the Director, or any member of the Emergency Management Organization, engaged in emergency management activities authorized under this chapter.
- (2) It is unlawful for any person to willfully obstruct, hinder or delay any member of the Emergency Management Organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter, or to any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this chapter.
- (3) It shall be unlawful for any person to violate any rule, order, regulation, or plan issued in an emergency under the lawful authority of this Chapter or Wis. Stat. Ch. 323.
- (4) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.

## **ENFORCEMENT**

## **6.20 VIOLATION – PENALTIES.**

- (1) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.
- (2) Except as otherwise provided, any person, association, corporation, or entity found to be in violation of any provision of this Chapter shall be subject to penalty as provided in Section 30.04 of this Code of Ordinances.

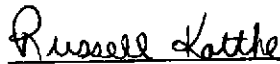
Section 2. Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to add a deposit of \$250.00, plus all applicable assessments and costs for a violation of Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin.

Section 3. This Ordinance shall be in full force and effect upon enactment and publication as required by law.


Section 4. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 19th day of August, 2014.

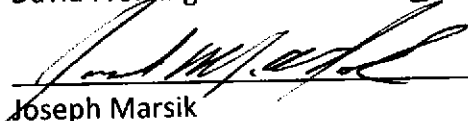
Dodge County Executive Committee:



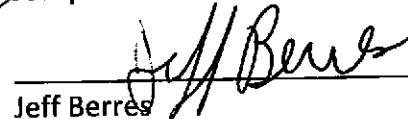
Russell Kottke



David Frohling



Joseph Marsik



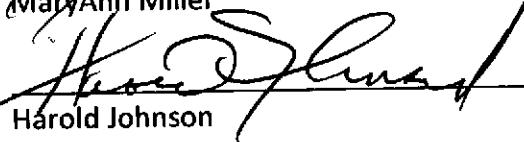
Jeff Berres



Donna Maly



MaryAnn Miller



Harold Johnson

Enacted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Russell Kottke, Chairman  
Dodge County Board of Supervisors

\_\_\_\_\_  
Karen J. Gibson, County Clerk

ORDINANCE NO. 928

AN ORDINANCE AMENDING CHAPTER 6 – EMERGENCY MANAGEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO CREATE SECTION 6.13 – SUBSTANCE RELEASE, AND AMENDING CHAPTER 30 – CONSTRUCTION AND EFFECT OF ORDINANCES, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO AMEND SECTION 30.04(4)(b), SCHEDULE OF DEPOSITS, TO SET FORTH A DEPOSIT SCHEDULE.

WHEREAS, pursuant to Sections 323.70 and 323.71, of the Wisconsin Statutes, the Dodge County Board of Supervisors may enact an ordinance to prohibit dangerous material discharges within Dodge County and to require reimbursement from a responsible party who released or causes the release of a hazardous substance; and,

WHEREAS, Section 30.04(1), of the Code of Ordinances, Dodge County, Wisconsin, requires a forfeiture for a conviction for a violation of any of the ordinances; and,

WHEREAS, Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, sets forth the schedule of deposits required for various ordinance violations, including ordinances with a statutory counterpart; and,

WHEREAS, a deposit must be created for a violation of the Code of Ordinances, Dodge County, Wisconsin, for inclusion in Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 6.13 of the Code of Ordinances, Dodge County, Wisconsin, is hereby created to read as follows:

**6.13 SUBSTANCE RELEASE.**

- (1) PURPOSE. The purpose of this section is to prohibit dangerous material discharges and to enable Dodge County to require reimbursement from those responsible who possess or control a hazardous substance that is released or who causes the release of a hazardous substance thereby resulting in the response to and incurring of costs by the responding agency(ies).
- (2) DEFINITIONS. For the purposes of this section, the following definitions apply:

- (a) Hazardous Substance. Any substance set forth in subd. (4), the release of which creates a hazard, potential hazard, public nuisance or has a deleterious effect on the environment.
  - (b) Responsible Party. Any person or entity who was, at the time of the release, responsible for, or in possession of, or in a position of control of a dangerous or hazardous substance, or any vehicle, container, or property used for the transport, conveyance, holding or storage of same and furthermore, including any person or entity in control of property onto which or from which the dangerous or hazardous substance matter was or may be released. For purposes of this section the term "entity" shall mean any firm, corporation, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity.
- (3) **FINANCIAL RESPONSIBILITY**. The cost of hazardous material responses shall be the responsibility of the party, agency, entity, or person which created the condition requiring the hazardous materials response. The actual cost of the response shall be charged to the party, agency, entity, or person according to the following schedule:
- (a) Staff time, including the hourly rate for fringe benefits, of the staff involved in the response.
  - (b) A charge for response by the HAZMAT vehicle and or the Dodge County Mobile Command Post, based on standardized equipment rates or rates previously determined and charged in the past, or the cost to operate the vehicle, depreciation and other factors bearing on the cost of activating the equipment.
  - (c) The replacement cost of all consumable supplies used in the response and the actual cost of any charges incurred by the Team, including the cost of decontamination of equipment and removal and disposal of hazardous materials.
  - (d) A use charge for reusable equipment, in an amount determined annually by the Local Emergency Planning Committee based on the operating cost of the equipment, its depreciation and other factors bearing on its cost.
- (4) **PROHIBITED DISCHARGES**. No person, firm, or corporation shall discharge or cause to be discharged, leaked, leached, or spilled upon any public street, alley, or public property, or onto the ground, surface waters, sub-surface waters, or aquifers, or on any private property within Dodge County, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials, any explosive, flammable, toxic, or combustible solid, liquid, or gas, any radioactive material at or above Nuclear Regulatory Commission Restriction levels, etiologic agents, or any solid, liquid, or gas creating a hazard, potential hazard, or public nuisance or any solid, liquid, or gas having a deleterious effect on the environment.

- (5) **CONTAINMENT, CLEAN-UP AND RESTORATION.** Any person, firm, or corporation in violation of subd. (4) shall, upon direction of the appropriate federal or state agency and the Emergency Management Director/Dodge County HAZMAT Team Administrative Coordinator, begin immediate actions to contain, clean up, and remove to an approved repository the offending material(s) and restore the site to its original condition, with the offending person, firm, or corporation being responsible for all expenses incurred. Should any person, firm, or corporation fail to engage the necessary staff and equipment to comply or to complete the requirements of this section, the Emergency Management Director may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by Dodge County and its cooperating agencies.
- (6) **SITE ACCESS.** Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to Emergency Management officers and staff and to County Sheriff's Department personnel for the purpose of evaluating the threat to the public and monitoring containment, clean up, and restoration activities.
- (7) **PUBLIC PROTECTION.** Should any prohibited discharge occur that threatens the life, safety, or health of the public at, near, or around the site of a prohibited discharge, where the situation is so critical that immediate steps must be taken to protect life or property, the incident commander or unified command on the scene of the emergency may order an evacuation of the area or take other appropriate protective steps for a period of time until the County Board, Wisconsin Department of Natural Resources, or other appropriate federal or state agency can take appropriate action.
- (8) **ENFORCEMENT.** The Director of Emergency Management and his or her designees, as well as the Sheriff's Department officers, shall have authority to issue citations or complaints under this section.
- (9) **CIVIL LIABILITY.** Any person, firm, or corporation in violation of this section shall be liable to Dodge County for any expenses incurred by the County, including costs and expenses incurred by County HAZMAT Team member agencies or loss or damage sustained by the County by reason of such violations.
- (10) **PENALTIES.** Any person, firm, or corporation in violation of this section shall forfeit to Dodge County, upon conviction thereof, not less than \$200 or more than \$2,000, plus the costs of prosecution, and in default of payment thereof, such alternate as the Court may order. Each day of violation shall constitute a separate offense. If a spill is voluntarily reported to the Dodge County Emergency Management Director, the forfeiture shall be not less than \$25 nor more than \$200.
- (11) **ENFORCEMENT.** The Dodge County Office of Corporation Counsel shall be empowered to pursue any and all legal action to effect payment as herein provided for under subd. 5, 8, 9, and 10, including representation of non-county agency members of the Dodge County

HAZMAT Team. In the event of a conflict of interest, a non-county agency shall be represented by its municipal attorney.

Section 2. Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to add a deposit of \$500.00 plus all applicable assessments and costs for a violation of Section 6.13 of the Code of Ordinances, Dodge County, Wisconsin.

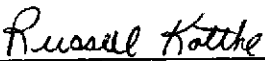
Section 3. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 4. This Ordinance shall not be affected by any ordinance of the Dodge County Board of Supervisors, which repeals and recreates Chapter 6 of the Dodge County Code of Ordinances as it existed on August 1, 2014.

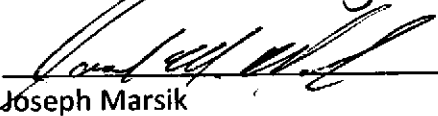
Section 5. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

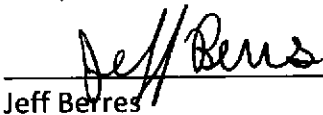
Respectfully submitted this 19th day of August, 2014.


Dodge County Executive Committee:


  
\_\_\_\_\_  
Russell Kottke

  
\_\_\_\_\_  
David Frohling

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
Jeff Berres

  
\_\_\_\_\_  
Donna Maly

  
\_\_\_\_\_  
MaryAnn Miller

  
\_\_\_\_\_  
Harold Johnson

Enacted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Russell Kottke, Chairman  
Dodge County Board of Supervisors

\_\_\_\_\_  
Karen J. Gibson, County Clerk